Courage in Wisdom | Hope in Love

Job Description

Title:	**Director of Information Systems and Technologies**
Reports to:	Executive Business Manager and collaborates with the Principal
Contract / Award:	Individual Contract
FTE:	FTE 1.0
Employment Type:	Permanent Full Time

Position Summary

The Director of Information Systems and Technologies (DIST) will provide strategic leadership and direction in the design, development, and implementation of technology initiatives that support the College's operations in teaching and learning. This role will work closely with the College Executive Team, teaching and operational staff across the College, to ensure that technology services and infrastructures and learning technologies meet the current and future needs of our students and staff.

The DIST will be supported by and is the line manager for the IT Department, the Information Systems & Process Improvement Manager and the library/resource staff. The DIST has leadership responsibility over the College IT & Resource Centre.

The DIST reports directly to the Executive Business Manager and works collaboratively with the Principal in strategic leadership.

Job Description

Strategic Leadership:
- Develop and implement a forward-looking IT strategy that supports the College's strategic plans.
- Regularly review IT trends in the education sector and adapt strategies to leverage emerging technologies.
- Regularly review Information systems and ensure communications for the implementation of new software and other initiatives are well managed
- Oversee the resource centre (line manage to library staff) as part of the full Information, Systems, Technologies Resources Team
- Work with the Dean of Staff Development & Strategy to equip staff with technology knowledge and competencies as relevant and appropriate

Team Management:
- Lead, mentor, and develop the IT team to support the College's objectives.
- Conduct regular performance reviews, provide continuous feedback, and ensure team development.
- Monitor and research new learning technologies for the Resource Centre

IT Infrastructure:
- Oversee the design, maintenance, and enhancements of the College's IT infrastructure in all locations.
- Ensure IT systems and networks operate reliably, securely, and efficiently across all locations.

Cybersecurity:
- Develop and maintain robust cybersecurity policies and practices.
- Ensure all IT initiatives are compliant with regulations.

Budget Management:
- Develop and manage the IT department's budget.
- Ensure cost-effective technology solutions without compromising quality or efficiency.

Vendor Management:
- Establish and manage relationships with technology vendors and partners.
- Negotiate contracts and ensure value-driven services.

Project Management:
- Oversee major IT projects, ensuring they are completed on time, within scope, and within budget.
- Collaborate with cross-functional teams to align IT projects with business objectives.

Stakeholder Communication:
- Regularly communicate with College leadership about IT developments, challenges, and achievements.
- Engage teaching and operational staff to understand their technology needs and challenges.

Continuous Improvement:
- Monitor system performance and user feedback to continuously refine and improve IT services.
- Promote a culture of innovation within the IT team.

Be accountable to the Executive Business Manager in:
- Overall management of College IT infrastructure, systems and resources.
- Management of IT master plan development and IT maintenance and repairs.
- Management of College software licensing requirements.
- Strategizing for Information Systems & Process Improvement initiatives
- Management of Resource Centre staff
- Advisory on learning technologies

Professional Development:
- Undertake appropriate professional development approved by the Principal.

Involvement in the Life of the College:
- Involvement in the life of the College at the discretion of the Principal:
- Involvement and attendance to College events.
- Support of staff.
- Where appropriate, interaction with students.

Other Duties:
- Perform additional duties as assigned by the Executive Business Manager and Principal.

Selection Criteria

Qualifications & Experience:

- Bachelor's degree in Computer Science, Information Technology, or a related field. Master's degree desirable.
- Minimum of 8 years of experience in IT management, with a significant portion in the education sector.
- Proven experience in leading and managing large-scale IT projects.
- Strong understanding of IT infrastructure, software development, and cybersecurity best practices.
- Sound understanding of and experienced in Cloud computing service management or LMS system management.
- Sound understanding of a range of software development programs.
- Sound understanding of data warehouse, Business Intelligence project, IT security, and full suite of Microsoft Office 365.
- Demonstrated understanding of IT hardware and network maintenance as well as system design and architecture.
- Excellent system analysis as well as stakeholder and change management skills with high level of initiative and self-motivation.
- Exceptional leadership and team management skills.
- Excellent written and verbal communication skills.
- Ability to think strategically and execute methodically.
- Applied knowledge of IT regulations and standards.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the Board, Principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
  - Following OH&S instructions and policies
  - Reporting accidents and hazards
  - Generally caring for own safety and that of others, including volunteers, students, and parents.
  - First Aid certificate.
  - Police Clearence.

Other Matters
It should be noted that, while detailed, this job description is not exhaustive, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and overall business objectives of the organisation. The Principal may at their discretion, and in discussion with the Executive Business Manager, vary the responsibilities of the Director of Information Systems and Technologies as required.

Position Held By:	
Signed:	
Date:	