



**Courage in Wisdom | Hope in Love**

## Job Description

Title:	<b>IT Systems Administrator</b>
Reports to:	Director of Information Systems & Technology
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	1.0 FTE
Employment Type:	Permanent Part Time

### Position Summary

South Coast Baptist college is looking for a dedicated and enthusiastic **IT Systems Administrator**, responsible for planning, implementing, troubleshooting, maintaining, securing and monitoring the Information Systems & Technology infrastructure. This role also involves providing timely technical support to staff and students. The IT Systems Administrator will be part of a team and must coordinate with the Director of Information Systems & Technology (DIST) for new projects, major events, and changes to IT Operating Procedures.

### Job Description

#### Key Responsibilities:

- Proactively maintain and secure the college's IT infrastructure.
- Configure, manage, maintain, monitor and troubleshoot the wired and wireless network infrastructure
- Administer, manage, and monitor the college's Microsoft 365 and Google Tenants, including Entra ID, Exchange, Teams, Sharepoint, OneDrive, Defender, Intune, and Autopilot.
- Provision virtual machines, install, and configure operating systems (such as Windows, Linux)
- Administer, configure, maintain, and monitor Windows Servers, Domain Controllers, Active Directory, DNS, DHCP, firewalls, and network devices (switches, routers, access points, IoT).
- Manage and monitor college-approved applications and solutions.
- Maintain and test backup jobs, offsite replications and perform data recovery and business continuity tasks.
- Generate reports, metrics, and analysis on infrastructure performance, security incidents, system updates, and IT operations.
- Educate staff to recognise and avoid security threats and promote best practices for maintaining good security etiquette.
- Ensure compliance with industry standards, best practices, and regulatory requirements for cybersecurity and data protection.
- Provide costs estimates for the IST budget.
- Adhere to and implement change management protocols and procedures.
- Prepare and maintain documentation of Standard Operating Environment (SOE), IT processes and procedures.
- Liaise with vendors and solution providers to select products and ensure timely delivery of items.



#### **Other duties**

- Serve as an escalation point to the IT Service Desk and provide technical support to staff and students.
- Maintain an accurate and up-to-date record of enquiries/tickets and resolve tickets in a timely manner.
- Create user accounts, assign licenses and permissions, and assist with onboarding and offboarding staff and students.
- Implement and maintain an OS imaging and deployment solution.
- Decommission old IT assets and prepare them for sale or recycling.
- Maintain and update the IT asset database.
- Support the IST team as and when required.

#### **Selection Criteria**

##### **Minimum Criteria:**

- Cert IV, Diploma, Bachelor's in IT, Computer Science or a related field (or equivalent experience).
- Relevant industry certifications (e.g., Microsoft, Fortinet, ITIL)

##### **Desirable Skills:**

- Proficient in Microsoft 365, Windows OS, Active Directory, Virtualisation, Intune, Autopilot, Power BI, Power Automate, network protocols, PowerShell.
- Excelling problem solving skills and the ability to work independently and as part of a team.
- Friendly personality with strong communication skills and the ability to multitask and deliver projects on time.
- Passion to learn and adapt.
- Aware of current and upcoming technologies and trends.
- Experience in an education environment (advantageous).

#### **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.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.



- National Police Clearance.
- Contribute to a safe and healthy workplace by:
- Following WH&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.

#### Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	