

Role Description

Computer Systems Administrator

Job Ad Reference	
Job Evaluation No.	16948
	TRIM No. 15/166967
Work Unit	State School/State High School or other education institution State Schools Division
Location	Various locations throughout the State
Classification	TO4 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week
Job Type	Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined
Salary Range	per annum <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>
Contact Officer	
Contact Telephone	
Closing Date	

Your employer

The Department of Education and Training (DET) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.



State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.det.qld.gov.au

Your opportunity

As the Computer Systems Administrator you will lead and manage the Information and Communication Technology (ICT) Team and ICT operations of the school to ensure that the day to day aspects of the school's ICT systems are managed professionally and align with departmental priorities.

The Computer Systems Administrator reports to the Principal/Executive Principal or nominated delegate.

Your role

You will have responsibility for leading the following activities and undertaking the following key tasks:

- Providing high level strategic advice, analysis and support to the senior management team in relation to ICT.
- Apply innovative techniques, ICT solutions, incorporating leading edge technology, to meet school requirements.
- [Ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the Department and school/college. This is a work level standard as per the QPS award State 2015](#)
- Supervision and management of ICT team, including training, coordination of work flow processes, performance assessment and review as well as implementing occupational health and safety guidelines.
- Provide leadership ensuring that the team provides a high level of service and issue resolution in line with agreed performance standards.
- Develop and maintain standardised procedures and practices that will provide clients with appropriate guidance and advice on the use of ICTs for teaching, learning and professional development.
- Provide and initiate quality procurement support for goods and services and administrative ICT hardware and software, including the raising of purchase orders, ensuring compliance with the State Purchasing Policy.
- Contribute to the monitoring and management of the delivery and performance of ICT in the school ensuring that agreed levels of service are maintained in the provision of technical support, maintenance and repairs.
- Install and maintain systemic management and educational delivery systems in accordance with departmental information standards and policies.
- Provide expert technical advice and support on the selection, procurement and installation of new hardware and software, and as well as the enhancement of existing systems.
- Participate in service level and work practice reviews.
- Lead and manage the school's asset management including the registration and disposal of ICT hardware and software assets and participate in the yearly stock take.
- Lead and manage the day to day human, physical and financial resources to ensure the best use of available resources.
- Maintain a register of office equipment, hardware and software within the school and coordinate maintenance and repairs.
- Maintain administrative and procurement spreadsheets and databases and disseminate reports and listings as required.

Knowledge and experience

A mandatory requirement of this role is:

Possession of a relevant Diploma from a recognised tertiary institution or qualifications, which in the opinion of the Director-General, Department of Education and Training or delegate is acceptable.

The successful applicant will be required to attain the DET Orange Card School Administrator (OC SA) certification to access the school network, enabling the officer to perform high level support tasks including server technologies. The content of the course contains aspects of supporting the DET Managed Operating Environment (MOE) as well as Government legislation. This course is only available within the DET network

It would also be beneficial for the successful applicant to possess the following to support the successful performance of the role:

- Demonstrated proficiency in applying established technical disciplines, as well as high levels of initiative in accomplishing technical objectives, either autonomously or as a member of a team. **This is a work level standard as per the QPS award State 201**

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Demonstrated ability to analyse, plan, implement and manage information and communication technology support programs, document procedures and tasks and interpret and apply technical standards.

2. Achieves results

High level experience and knowledge in the implementation, maintenance and support of computer hardware and software.

3. Supports productive working relationships

Demonstrated ability to lead and coordinate the effective operation of a technical support team providing quality client focussed support.

4. Displays personal drive and integrity

Demonstrated ability to work unsupervised and to set realistic work goals and establish priorities to ensure efficient and effective client focussed support.

5. Communicates with influence

Proven skills in consultation, participation decision making, negotiation and communication skills both written and oral. Demonstrated ability to work as part of a service delivery team, and willingness to communicate and share information to achieve business outcomes.

Additional information

- **For temporary positions** - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable
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- There is a requirement to undertake a base level of Service Centre training, which is available online.
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/

- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au

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 JEMS Approval Date: April 2015, Updated Dec 2016, Validated June 2017
 JEMS: 17480
 TRIM: 17/
 JEMS codes : E=2+c+116 C+4-94 D=1=c+101 Service/Support Total Score 311 (TO4)