St Mary's College Seymour

Position Description

ICT Manager

Classification	Education Support Level 4 Category A
Award	Catholic Education Multi Employer Agreement (CEMEA) 2022
Tenure	Ongoing
Employment	To be determined
Reports to	Director Business Services and Compliance

Our College

St Mary's is a Catholic College that has its origins in the vision of Catherine McAuley, the foundress of the Sisters of Mercy. The College is governed by Melbourne Archdiocese Catholic Schools (MACS).

The College has a dedicated staff, visionary College Advisory Council, committed P&F, supportive parents and parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College community.

A holistic education brings together faith, community, friends and learning. We develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and who never give up on their dreams. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

Our teaching and non-teaching staff, as role models, inspire the students through their enthusiasm and passion for learning. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Our Vision

A welcoming Catholic community that respects our heritage and looks to a sustainable future. We inspire learning excellence, resilience and service to others.

Mercy Values and Ethos

Compassion:	Responding to vulnerability with care and concern
Justice:	Seeking fair and equitable outcomes for all
Respect:	Treating all whom we meet with joy and kindness
Hospitality:	Offering welcome and comfort
Service:	Dedicated to proclaiming God's love through word and deed
Courage:	Willing to speak up and speak out in response to injustice

Position Overview

The ICT Manager is responsible for the strategic leadership and operational management of the College's information and communication technology. This includes overseeing ICT infrastructure, supporting eLearning initiatives, managing data analytics, ensuring the effective operation of all digital systems used across the school, and investigating the use of AI tools in education. The role plays a critical part in enhancing teaching, learning, and administrative efficiency through technology.

This Position Description may be subject to change during the term of appointment as part of a normal process of ongoing evaluation of the College's operations.

Key Duties & Responsibilities

ICT Infrastructure Management

- Maintain and develop strategic direction of the College's ICT infrastructure, including networks, servers, devices, and software.
- Ensure robust cybersecurity measures and compliance with data protection regulations set out by the Melbourne Archdiocese.
- Manage ICT support services and ensure timely resolution of technical issues.
- Manage, supervise and direct the ICT Support Staff and Technicians on a day-to-day basis, and providing support where required.

Systems Oversight

- Oversee the implementation, integration, and maintenance of all digital systems used in the school, including:
  - Learning Management Systems (e.g., Microsoft Teams, Google Classroom, SIMON)
  - School Management Systems (e.g., SIMON, ICON, Passtab, Enquiry Tracker)
  - Communication platforms (e.g., Microsoft Teams, email systems, phone systems)
  - Timetable development Systems and timetable implementation (e.g, Timetabling Solutions)
  - Assessment and reporting tools
  - Library and resource management system.
- Ensure systems are user-friendly, reliable, and aligned with the College's operational and educational goals.
- Act as the primary liaison with software vendors and service providers.

Data Analytics and Reporting

- Ensure systems for collecting, analyzing, and reporting on student and school performance data is up to date.
- Provide data-driven insights to support school leadership in strategic planning and decision-making.
- Ensure data accuracy, security, and compliance with relevant standards.

eLearning Leadership

- Support the integration of digital tools and platforms into teaching and learning.
- Provide professional development and technical support for staff using Learning Management Systems (LMS) and other educational technologies.

Strategic Planning and Innovation

- Align ICT strategy with the College's vision and educational objectives.
- Lead ICT-related projects and change management initiatives.
- Stay informed about emerging technologies and recommend innovations that support school improvement.

College Website

- Review current College website infrastructure, with view to the College managing the site.

Budgeting and Vendor Management

- Develop and manage the ICT budget in consultation with the College Accountant.
- Procure hardware, software, and services in a cost-effective and strategic manner.
- Manage relationships with external vendors and contractors.

AI Investigation

- Report on the impact of AI technologies on educational outcomes and operational efficiency.
- Ensure ethical use of AI in accordance with relevant guidelines and standards set out by the Melbourne Archdiocese.
- Provide training and support for staff in the use of AI tools.

Key Relationships

- Principal
- Deputy Principal
- Director, Business Services and Compliance
- Director, Learning and Teaching
- Positions of Leadership
- MACS ICT Forum
- College ICT Staff
- Business Services and Compliance team members
- College Office staff

Child Safety

St Mary's College is committed to the safety, wellbeing and inclusion of our students.

The College has a zero tolerance to all forms of child abuse and actively works to listen an empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT) or a Victorian Working with Children Card (WWC).

Staff are required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Colleges Child Safety Code of Conduct, and any other policies and procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the *CEMEA 2022 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

As a leader in the College, this position has particular responsibility to ensure the health and safety performance of the team. This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any identified hazards;
- Actively promoting and implementing agreed Occupational Health and Safety procedures;
- Identifying Occupational Health and Safety training needs of both individual staff and the work group as a whole;
- Ensuring that the staff in the work group are aware of their own responsibilities under the Occupational Health and Safety requirements.

Staff are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety Policy may be viewed by accessing https://www.smseymour.catholic.edu.au/our-school/College-policies/

Selection Criteria

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission.

Commitment to Child Safety

- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Qualifications/Experience

- Tertiary qualifications in Information Technology, Computer Science, or a related field.
- Demonstrated experience in ICT management, preferably in an educational environment.
- An understanding of eLearning platforms and digital pedagogy.
- Proficiency in data analytics tools and educational data systems or similar.
- Experience managing a wide range of school systems and platforms desirable.
- Qualifications or experience in education or instructional design, desirable.
- Familiarity with Australian school systems and compliance requirements, highly desirable.
- Experience with cloud-based infrastructure and system integration.

Skills and Attributes

- Excellent leadership, communication, and project management skills
- Well-developed interpersonal skills with the ability to develop and maintain strong working relationships with key stakeholders.
- Excellent oral and written communication skills with the ability to communicate clearly and succinctly and remain calm under pressure.
- Ability to work collaboratively and promote a positive culture within a team environment.
- Excellent time management skills, with the ability to prioritise tasks, meet deadlines, work well under pressure and manage competing timelines.
- Strong analytical and problem-solving skills.
- Enthusiastic and highly motivated with a commitment to continuous improvement.
- Good working knowledge of the Microsoft Office Suite, including the ability to produce high level reports.
- High level of professional personal presentation.

Other information

- This position is located at 90 High Street, Seymour 3660.
- Terms and conditions of service are set out in the CEMEA (2022).
- The successful applicant must hold or be willing to acquire a Working With Children Check card and a National Police Record check before employment.
- St Mary's College, Seymour is a Child Safe School. We promote the safety, wellbeing and inclusion of all children.

Position description reviewed and updated 28 October 2026.