



**CHRISTIAN
COLLEGE**
G E E L O N G

TECHNOLOGY SPECIALIST

Christian College is seeking an experienced, full-time technology specialist to join our team of dedicated IT staff.

The position involves general IT hardware/software support, staff training and will be based at the Bellarine and Senior Campuses.

Experience with Apple products in a school network environment would be advantageous.

The successful applicant will possess a good rapport with all age groups and demonstrate Christian Values.

A Working with Children Certificate will be required.

Applications should be forwarded to:

Secretary to the CEO
18 Burdekin Rd, Highton Vic 3216
ceo.secretary@ccg.vic.edu.au

CLOSING DATE: Thursday, 26th February 2015



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POSITION DESCRIPTION: Technology Specialist

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectations of Duties

- provide Information Technology/IT System Support to users who require assistance with problems or queries requiring technical IT issues
- under supervision of the IT Manager and main campus IT Technicians will install/maintain/troubleshoot and upgrade computer hardware/software/computer networks and peripheral equipment
- will assist in assessing users' needs and provide training where necessary in effective use of Applications and Hardware
- will assist other IT staff where necessary in deploying new equipment at other College campuses and assist other IT staff where applicable with IT support as stated above
- will communicate effectively with other IT staff on status of assigned tasks and movements during the working day
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- will communicate effectively to users with a varying level of IT competence
- will be proactive, conscientious and committed to providing a high level of client service
- will work Monday, Wednesday and Friday at the Bellarine Campus, Tuesday and Thursday at the Senior Campus

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks
- embrace change and have a teachable spirit

Responsibilities

Responsibilities include: working under limited supervision following standardized practices and/or methods; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job’s functions. There is a continual opportunity to have some impact on the Organization’s services.

Organisational Relationships

- reports to the IT Manager

General Conditions of Employment

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is found on the Fairwork Australia website at www.fairwork.gov.au.

This position is based on a 38 hour week.