



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

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

- will 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 will install/maintain/troubleshoot and upgrade computer hardware/software/computer networks and peripheral equipment
- will assist in assessing user's needs and provide training where necessary in effective use of Applications and Hardware
- will assist teachers and students with classroom based technical support, by visiting classrooms during the working day
- 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
- 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
- primarily will be working full-time at our Junior School Campus, but may be called to other campuses as required by the IT manager
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

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

Responsibility

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 Manger
- reports to Head of Campus

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 provided on the Fairwork Australia website: www.fairwork.gov.au.

The position is based on a 38 hour week.