ICT SUPPORT OFFICER

FULL TIME POSITION AVAILABLE

Commencing, Monday 22nd April 2024 (or as negotiated)
Applications close 4.30 p.m. (WST) on Monday 15 April 2024

HillSide Christian College is an evangelical, Christian school educating children from Kindy to Year 12. Please view the school website for general information: http://www.hillside.wa.edu.au

ABOUT THE POSITION

HillSide Christian College is seeking applications for an individual with a flair for technology relevant in an educational environment. This is a full-time position in our ICT Department. The successful applicant will be a practicing evangelical Christian, who is able to demonstrate and work within the College's Christian framework. All applicants wishing to submit an application should be able to demonstrate their personal faith in Jesus Christ as God and Saviour, and be an active member of an evangelical Christian Church. The position is initially for 12 months. Appointment to the position will be dependent upon the successful applicant signing agreement to the College's Code of Conduct (including Statement of Faith) and the Employment Contract.

APPLICATION INSTRUCTIONS – HOW TO APPLY FOR THE POSITION

1.   Upload the following:
    a)   Your Curriculum Vitae.
    b)   A covering letter in which you address the Selection Criteria in relation to the position.
    c)   A brief outline of your Christian faith journey and contribution to the life of your Church.
    d)   A Reference from your Church Pastor or Elder, or alternatively, include contact details for this person in your CV.

ADDITIONAL INFORMATION

There may be an opportunity, based on the availability of the candidate, to negotiate the start date. It is appreciated that availability or required notice in relation to the candidate's present position may affect the possible start date.

The successful applicant will be expected to sign a Contract of Employment, the Staff Code of Conduct, and all other school-based (signed) documentation. Remuneration will be at Level 2 and based on experience and the parameters of the Education Services (Schools) General Staff Award 2020.

Job Title: ICT Support Officer
Reports to: Business Manager
Supervisor: ICT Systems Administrator

Job Purpose: Provide efficient and effective support to the College's staff and students, in their use of the College network, software and devices. Candidate will be an ambassador for Christ, sharing the gospel with the school community through practical service and positive interpersonal skills.

KEY RESPONSIBILITIES

- Provide ICT Help Desk support to the College's students and staff.
- Assist with maintenance of College's network, including security system.
- Assist with providing training and advice to College's staff and Administration on devices, desktops and software.
- Research, identify and implement appropriate ICT solutions.
- Assist with installation and upgrades of ICT hardware and software systems.
- Research and assist with ICT purchases and maintaining accurate ICT assets and resources records.

SELECTION CRITIERIA

1. Demonstrated experience in installation and maintenance of software and hardware.
2. Demonstrated problem-solving and analytical skills relevant to maintaining functionality of ICT networks.
3. Demonstrated organisational skills to manage ICT and administrative tasks with minimum supervision when required.
4. Demonstrated ability to communicate effectively at all levels through interpersonal and communication skills that maintain effective working relationships with internal and external stakeholders.

ELIGIBILITY

Prior to commencement, employees will be required to:

- Hold or obtain a current Working with Children Check card.
- Hold or obtain a satisfactory National Police Clearance.
- Sign the College's Code of Conduct (including Faith Statement) and the Employment Contract.

If an applicant reaches the interview stage, they will need to provide the compliance documents listed below:

      a) Birth certificate or passport;
      b) Satisfactory National Police Clearance or willingness to undertake one;
      c) Working with Children Check (WWC) or willingness to undertake one;
      e) Copy of any qualifications and certificates, such as Senior First Aid.

Interviews and referee checks will be integral to the selection of any candidate.

For further job-related information please contact Mr Jim Tsokos (Business Manager) at the College office on (08) 9453 2644 or email: humanresources@hillside.wa.edu.au.

Please note: The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicant is secured. The College also reserves the right to make any necessary enquiries outside listed referees if required in the selection process.