

Role Description

Computer Systems Administrator

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

17480

Content Manager No.

17/326899

Work Unit

Nominated School

Nominated Region

Early Childhood and 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

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.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

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- 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.
- 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.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

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 or delegate is acceptable.
- It would also be beneficial for the successful applicant to possess 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.
- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- The successful applicant will be required to attain the DoE 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 DoE Managed Operating Environment (MOE) as well as Government legislation. This course is only available within the DoE network