



## Position Description

# IT Applications Specialist

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

### Broad objective

The IT Applications Specialist provides support for existing information systems, as well as the analysis and project management for the selection and implementation of new systems. Working closely with the Head of IT, this role is essential in delivering efficient, reliable information systems that enhance the personalised teaching and learning experience for College students, parents and staff.

### Key relationships

- Principal
- Executive Team
- Director of Business Services
- All staff - teaching and operations
- The Anglican Schools Corporation IT team
- External partners

### Reports to

Head of IT

### Direct reports

N/a



# IT Applications Specialist

## Key responsibilities

- Oversight of and day to day management of key information systems, including the College portal
- Ensure all IT related systems and processes are well implemented and streamlined
- Ensure safe and reliable running of the IT information systems in order that the integrity and security of College data are maintained
- Ensure confidentiality, data security and privacy standards are adhered to
- In collaboration with the Head of IT and the IT Network and Systems Administrator, the IT Applications Specialist is responsible in implementing and maintaining systems that help mitigate security vulnerabilities and are in line with security best practice
- Monitoring and administering various information systems including documenting and performing routine maintenance tasks relating to these systems
- Regularly reviewing all College information systems to ensure that they are fit for purpose and easily accessible to the staff who need them.
- Identifying gaps in the College's suite of information systems and assessing needs to add to or remove from this suite of systems.
- Troubleshooting problems with information systems and diagnosing and solving hardware and software faults that impact on the College's information systems
- Development of data flows between the school management system and other databases in the College
- Development of forms and workflows in the College portal and other systems, including completing related tasks such as requirements gathering, organising, and conducting stakeholder meetings, documentation etc
- Writing and maintaining documentation on the use of and procedures relating to various information systems
- Assist the Head of IT with information systems related projects, ensuring they are well-scoped, aligned with the needs of the College, well-documented, delivered within an agreed time frame, budget to maximise their value, key users trained appropriately, with stakeholders appropriately engaged and updated throughout the process.
- Supporting the rollout of new applications and systems
- Make recommendations to the Head of IT on how existing IT related processes can be improved
- Make recommendations regarding better use existing information systems
- Escalating issues to others in the team as appropriate
- Testing and evaluating new technology
- Provide one-to-one or small group training to staff on the effective use of different information systems
- Seek out opportunities for broadening skills as they relate to the role
- Ensure confidentiality, data security and privacy standards are adhered to
- Deliver outstanding and timely service to all sections of the College
- Providing general IT support to all users in the College, including answering and responding to support calls over the phone, via the job logging system and within the department

## Child Safety

- Uphold the highest standard of child safety culture and awareness.

*Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.*

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- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.
- Additional responsibilities
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

## Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S) Policy, code of conduct, Child Safety Policy and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

## Qualifications, skills and experience

- Demonstrated commitment to Christian values
- Tertiary qualifications in Computer Science or similar specialisation
- Knowledge and experience with information systems in education, in particular school management systems, learning management systems, and web portals (preferable)
- Proficient skills in SQL and Database support
- Experience with scripting/ programming languages such as PHP, PowerShell, APIs
- Experience with business analytic tools
- Accreditation in Service Management methodologies such as ITIL, would be an advantage, but not essential
- Current MCP, MCTS or MCITP or equivalent TAFE certification would be an advantage, but not essential
- Project management qualifications and/or experience would be advantageous, but not essential

## Essential characteristics

- A team player, who will step up and fill in for others in the department as needs arise
- Exceptional interpersonal & communication skills
- Customer focused and results driven
- Collegial and collaborative
- Conflict resolution skills
- Emotional resilience
- Initiative
- Innovative
- Adaptable and able to work well under pressure
- Organised

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- Attention to detail
- Approachable

This position description is subject to change based on College requirements.

Roseville College is a member of the Anglican Schools Corporation (ASC).