



DIOCESE OF SALE

CATHOLIC EDUCATION LTD.

Catholic Education in the Diocese of Sale is a vital expression of the mission of the Church. The Diocese of Sale Catholic Education Limited (DOSCEL) is a company limited by guarantee to manage and operate Catholic schools in the Diocese of Sale.

POSITION: IT Technical Support Officer – Two positions.

The prime purpose of the role is to assist in the administration and support of school IT infrastructure. This will encompass all aspects including network and server support and administration as well as all aspects of client device management in a fast paced service desk environment.

LOCATION: The Catholic Education Office, Diocese of Sale is located at 6 Witton Street, Warragul.

STAFF GROUP: Business Services

REPORTING TO: Director of Catholic Education through the Deputy Director: Business Services and Manager: Information Communication and Technology

TENURE: Full-time and ongoing
Working hours are Monday to Friday 8.30 am to 5.00 pm.

CLASSIFICATION: CEO Clerical Employee Level 3

SALARY AND BENEFITS:

- This position is classified as a CEO Clerical Employee, Level 3 as set out in the *Victorian Catholic Education Multi Enterprise Agreement 2013* and is based upon qualifications and experience.
- The salary offered is paid according to the rate set out in the *2017 Memorandum of Understanding* between the Catholic Education Commission Victoria Ltd (CECV) and Independent Education Union Victoria Tasmania and is based upon qualifications and experience. (Salary range \$66,849 p.a. - \$73,427 p.a.)
- Four weeks' annual leave is provided, with purchased leave options for additional leave.
- Salary packaging arrangements are available to staff of CEOSale.

COMMENCEMENT DATE: 30 July 2018 or by negotiation.

The appointment will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.

KEY SELECTION CRITERIA:

The successful applicant will be required to demonstrate:

- A commitment to the ethos, values and mission of Catholic education.
- A commitment to child safety.
- Well-developed interpersonal skills including:
 - ability to work as part of a team to achieve both individual and team objectives
 - communication, process management and problem solving skills
 - demonstrated ability to maintain confidentiality.
- Excellent knowledge, understanding and support of IT Infrastructure.
- Ability to support Windows server environments.
- Ability to support Windows, Mac OS, iOS and ChromeOS client devices.
- Knowledge of network environments including various switches and wireless networks.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of three years' experience in an IT or service desk role.
- A Victorian Driver's Licence is required.

DUTIES:

- Service desk operations.
- Remote and on-site incident resolution.
- Assisting with formulating and documenting IT strategic plans.
- Server and Client device support.
- G Suite for Education support.
- Other duties as directed by the Director of Catholic Education, Deputy Director: Business Services and Manager: Information Communication and Technology.

The Catholic Education Office, Diocese of Sale promotes the safety, wellbeing and inclusion of all children