



Introduction to McDonald College

The McDonald College is Australia's leading Academic and Performing Arts College. It was founded on a belief of performance distinction, whether in academia, the arts or elite sport. All staff members of the College share and support this belief. The College consists of three dynamic schools (a Junior School, Secondary School and School of Performance – performing arts and elite tennis) that each have their own diverse ICT support requirements. An opportunity exists for a creative and dynamic leader who is an intrinsic part of the team developing and implementing the strategic vision in all areas of technology at the College.



Position: Director of ICT

Load: Full Time

Commencement: Term 1 2019

Reporting to: The Principal

The McDonald College is seeking to appoint an experienced, dynamic and collaborative Director of ICT. The Director of ICT is a member of the College Executive group and meets regularly with the Principal and the Executive to support quality teaching and learning in the College alongside good administrative and business support.

This role is a diverse one including a strong focus on:

- Demonstrated strategic vision and policy management
- Management and ongoing development of the IT Department
- Budgeting, allocation and management of IT resources
- Proven ability to build and lead an IT support team

The Director of ICT must be strategic thinker with strong communication, organisational and interpersonal skills, and have the enthusiasm and credibility to create and sustain momentum in the use of technology within the College. This includes overseeing staff development opportunities to meet the diverse learning needs of the staff.

Personal Attributes:

Applicants should demonstrate a clear understanding and affinity with the ethos and philosophy of the College and will:

- Have intellectual strength, professional integrity and a passion for supporting education
- Have a commitment to pastoral care and a knowledge of the social and emotional issues which affect young people – particularly in relation to IT matters
- Demonstrate ongoing initiative and innovation
- Have the ability to communicate effectively with students, staff and parents
- Show a commitment to ongoing self-education
- Have demonstrated organisational skills and an energetic approach to goal achievement
- Demonstrate approachability and flexibility
- Model appropriate standards of professional practice in conduct, dress, speech and punctuality

Essential Knowledge, Skills and Responsibilities:

Strategy & Leadership

- Develop, communicate, implement and evaluate the College's ICT vision and strategic plan to facilitate the provision of reliable technology, supporting the College's educational and administrative objectives, outcomes and its strategic directions.
- Provide proactive leadership and strategic management to co-ordinate the resources of the College's network and external services.
- Provide cost effective services to meet the needs of staff, students and other members of The McDonald College's community.
- Lead the team of ICT professionals to develop and maintain a responsive, effective and efficient suite of technology services.
- Engender a culture of continuous improvement with a focus on user experience and service delivery.
- Develop, in conjunction with the College Executive, a vision for the future planning and development of ICT across all facets of the College's operations through a program of ongoing projects and improvement activities.
- Develop and manage the ICT budget directing the investment into services and technologies that deliver value for money in addition to supporting learning objectives.
- Represent the College at various educational bodies appropriate to this role
- Develop and maintain Disaster Recovery Policies to ensure smooth running of the College in adverse and unexpected downtime

Operational Management

- Ensure efficient and effective operations of the ICT Department by developing and monitoring appropriate procurement processes, the budget, managing all aspects of ICT staffing, including work processes and staff development.
- Manage and evaluate interactions and ongoing relationships with external providers who might contribute to the College's ICT environment.
- Consult and liaise with the Executive and Directors to determine ways to support the administration of the College, focusing on process improvement.
- Ensure that the security of the network is appropriate and effective.
- Provide ICT and AV support for out of hours events.
- Actively participate and engage hands-on with daily College ICT support requirements

Enabling Teaching and Learning

- Develop a knowledge and understanding of pedagogy supported in the College
- In consultation with the Executive and Heads of Department, oversee the use of technology in the curriculum/classroom/studio.
- Manage the College's administrative and Learning Systems so that they provide teaching and administrative staff with easy and insightful access to information in ways that enhance the objectives of the College.

- Provide oversight, guidance and support of the College's BYOD technology programs including presentations to parents and students around operation and access requirements.
- Encourage and lead in innovation in technology within the College.
- Provide regular ICT Professional Learning sessions for staff.
- Communicate effectively to staff regarding the ICT trends in education.

Risk & Governance

- Initiate and evaluate the development of ICT policies, procedures, guidelines and professional learning programs to support the academic, pastoral and administrative objectives.
- Manage the portfolio of risk pertaining to the ICT infrastructure and services with a particular focus on data security, privacy and records management.
- Continue the development and maintenance of the disaster recovery and business continuity plan for The McDonald College.
- Oversee the development and implementation of policies and procedures relating to ICT use in the College.

Project Development & Management

- Oversee the entire processes, end-to-end, of the implementation of new digital projects and appropriate upgrades.
- Contribute to the ongoing capital works program providing guidance on the implementation of suitable technologies to support both new and renovated spaces across all campuses.
- Any other duties requested by the Principal.

Qualifications and Experience:

- Tertiary Qualification in ICT
- Experience in the development and delivery of ICT
- Qualifications or equivalent experience in ICT Service and Project Management

Application Process

The recruitment process will include application documentation and interviews with members of the Executive Management Team. The preferred applicants will be required to present their vision for the department at final interview.

Please send a covering letter identifying areas of interest and expertise, plus the following information no later than **Friday January 11, 2019**.

The Principal
c/- smith@mcdonald.nsw.edu.au

- **A Cover Letter** indicating how your experience and expertise will enable you to deliver the requirements of the position
- **A full resume** including your current areas of responsibility, career summary, professional experience and any relevant leadership and/or managerial experience
- The names and contact details **of two referees** who may be approached to speak on your behalf. These should include individuals who can discuss your professional abilities. Referees will only be contacted for those applicants who are shortlisted for the position

Please direct any enquiries to:

Leslea Smith
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