

POSITION DESCRIPTION

DIRECTOR OF ICT

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Category A Level 5 plus allowances	5 days per week (1.0 FTE)	Business Manager

DIRECT REPORTS	Learning Support Technician (ICT Support). ICT Supervisor (contractor).
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APPOINTMENT TERMS
- Ongoing - The conditions of the Catholic Education Multi Enterprise Agreement apply to this position.

ABOUT THE ROLE
The Director of ICT is responsible for leading the planning, implementation, and management of the organisation's information and communication technology systems. The role ensures that ICT infrastructure, systems, and support services are reliable, secure, and aligned with the organisation's strategic goals and educational or business needs. This role acts as the key liaison between the organisation, external ICT service providers, and internal stakeholders to ensure the reliable and secure operation of ICT systems that support learning, administration, and communication.

THE ROLE SHOULD DEMONSTRATE:
<i>Understanding and commitment to the nature and day to day life of a Catholic, co-educational Secondary College.</i> - Strategic leadership in planning, implementing, and reviewing ICT systems and infrastructure. - Strong collaboration and communication across academic, administrative, and technical teams. - Sound knowledge of cybersecurity, data privacy, and digital governance. - The ability to manage outsourced ICT services and ensure quality vendor performance. - A commitment to innovation, continuous improvement, and emerging technologies. - Effective budget, project, and resource management. - A customer-focused approach that supports staff and students in achieving digital excellence. - Leadership that fosters professional growth, digital capability, and a positive team culture. - A clear understanding of how technology enhances teaching, learning, and organisational effectiveness.

KEY RESPONSIBILITIES:

Advisory and Strategic Planning

- Develop, implement, and review the ICT Strategic Plan, encompassing infrastructure, cybersecurity, and learning technologies.
- Manage the ICT budget, staff and student digital device programs, and major ICT purchases.
- Collaborate with the Principal and Business Manager on partnerships, sponsorships, and procurement.
- Monitor emerging technologies and identify opportunities for innovation and efficiency.

Vendor and Contract Management

- Manage relationships with outsourced ICT providers responsible for network, server, ICT resources and infrastructure maintenance.
- Ensure service level agreements (SLAs) are met and issues are resolved promptly.
- Coordinate procurement, licensing, and renewal of ICT contracts.
- Evaluate vendor performance and identify opportunities for improvements and costs management/savings.

Leadership and Communication

- Provide expert advice and direction to the ICT Strategic Committee.
- Lead professional learning programs to build staff capability in digital technologies.
- Model clear communication and collaboration across academic, administrative, and technical teams.

Infrastructure and Systems Management

- Oversee outsourced management of networks, servers, cloud systems, backups, and disaster recovery.
- Coordinate implementation of upgrades and infrastructure changes with minimal disruption.
- Oversee the maintenance, and performance of networks, servers, and cloud systems.
- Ensure data integrity, cybersecurity, and compliance with privacy and data protection requirements.
- Manage software licensing, hardware assets, and lifecycle replacement schedules.
- Coordinate system upgrades, integrations, and new implementations.
- Oversee all ICT systems, including internet, intranet, networks, and core applications (e.g. Synergetic, School box, Consent2Go).
- Ensure cybersecurity, privacy, and compliance standards are upheld by all ICT vendors.
- Maintain accurate ICT licensing, asset registers, and system documentation.
- Support compliance with MACS mandated technologies and policies.

People and Team Management

- Lead, mentor, and develop ICT team members to build capability and performance.
- Promote a customer-focused and collaborative service culture within the ICT department.
- Manage workloads, priorities, and professional development within the team.

Curriculum Integration

- Collaborate with the Heads of Learning to embed technology learning practices.
- Evaluate and implement new technologies that enhance productivity, communication, and teaching.
- Promote digital literacy programs for students and professional learning for staff.
- Research and pilot new educational technologies through professional networks and conferences.
- Advise on curriculum design to ensure technology supports contemporary pedagogy.
- Lead the continuous review of digital learning policies and the effective use of the College intranet.

PERSONAL TRAITS:

- Tertiary qualifications in Information Technology, Computer Science, or a related field.
- Demonstrated experience in ICT management, including networks, systems, and user support, preferably within a secondary school environment.
- Demonstrated experience managing outsourced ICT services or vendor contracts.
- Strong leadership, planning, and communication skills.
- Experience in cybersecurity and data governance.
- Ability to manage projects, budgets, and vendor contracts.
- Demonstrated leadership, integrity, and initiative.
- Strong interpersonal and communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Collaborative approach with a focus on solutions and innovation.
- Commitment to professional growth and ongoing learning.

SPECIFIC SKILLS:

- Technical Expertise: Strong knowledge of network management, system administration, and cybersecurity protocols
- Leadership & Communication: Ability to lead a team, communicate effectively with various stakeholders, and implement strategic initiatives.
- Problem-Solving: Proactive in addressing issues related to technology use, infrastructure, and security.
- Educational Technology: Understanding of how technology can support teaching and learning.
- Demonstrated experience managing outsourced ICT services or vendor contracts.

CURRENT DUTY/HOURS:

- This is a full-time position entailing 38 hours per week as a category A.
- Monday through Thursday from 8:00am to 4:30pm and Friday 8:00am to 3.45pm.

SALARY, CONDITIONS & BENEFITS:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022 apply to this position.
- The position is full-time Education Services Officer ES Level 5 plus an allowance.
- Category A – four weeks' annual leave, to be taken over the student vacation as arranged with the Business Manager (except that the last full week of January is usually not available for leave)
- Superannuation and Leave Loading will be paid as part of the CEMEA 2022 agreement and current government legislation.
- Salary sacrifice options including Superannuation.
- A discount of approximately 15% of tuition fees and pro-rata for part-time staff applies to children attending the College and is granted at the discretion of the Principal.

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning, and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy, and Faith.***

CHILD SAFETY:

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

October 2025