



St Bede's
College

Role Description

Deputy Principal – ICT

CROSS-CAMPUS

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist our students to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the VCEA to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

Deputy Principal – ICT

The Deputy Principal – ICT is a member of the Leadership Team of St Bede’s College and exercises a professional relationship of support and loyalty to the leadership of the Principal and contributes in a way which shapes and implements the school’s vision that reflects the Catholic and Lasallian traditions of the College.

The Deputy Principal – ICT has the responsibility for providing a vision for realising the College’s Mission, values and strategic intent in all areas of ICT and Infrastructure. The role requires responsible, efficient and effective management, ongoing development, sustainability, strategic change and innovation in the portfolio area of ICT and Infrastructure, as well as the delivery of a high level of technology support to students, staff and our community.

Within this role, relationships with key stakeholders, including students, families, staff members, Board and the external community, are managed in a professional and timely manner.

Key Responsibilities

Child Safety

- Demonstrate a clear understanding of the Victorian Child Safe Standards, Ministerial Order 1359, the National Principles for Child Safe Organisations (National Principles) and the National Catholic Safeguarding Standards.
- Promote a healthy and positive learning environment providing students with a Child Safe environment including a zero-tolerance attitude toward child abuse.
- Advocate for and promote consistent standards of child safety across the College.

ICT Systems Management

- Oversee the design, implementation, and maintenance of IT systems, networks, and applications. This includes managing hardware, software, databases, cloud services, and cybersecurity measures to ensure reliability, performance, security and disaster recoverability of College ICT systems.

Infrastructure Management

- Lead the planning, deployment, and maintenance of the College ICT infrastructure components such as servers, storage systems, networking equipment, data centres, and telecommunications systems.
- Ensure scalability, efficiency, and resilience of infrastructure to support business operations.
- Take a significant responsibility in the development of a robust Business Continuity Plan for the College.

Digital Transformation

- Drive digital transformation initiatives by leveraging emerging technologies, automation, and innovation to enhance business processes, improve productivity, and create value across all curriculum and operational aspects of the College.
- Identify opportunities to integrate digital solutions into various business functions.

Cybersecurity and Data Protection

- Develop and implement cybersecurity strategies, policies, and procedures to safeguard the College's data, networks, and information assets.
- Monitor cybersecurity threats, and report through Risk Management Framework processes.
- Conduct internal and commission external risk assessments, and implement measures to mitigate risks.

Vendor Management

- Manage relationships with IT vendors, service providers, and technology partners.
- Evaluate vendor solutions, negotiate contracts, and oversee service delivery to ensure quality, cost-effectiveness, and alignment with the College's strategic goals and business needs.
- Seek to reduce vendor support costs by increasing ICT team skills through robust professional learning planning.

IT Helpdesk Management

- Implement IT Helpdesk management processes and practices to deliver high-quality IT services and support to internal users and stakeholders.
- Begin to develop service levels, incident response procedures, change management processes, and service improvement initiatives.

Budgeting and Resource Allocation

- Develop and manage budgets for ICT and infrastructure projects, operations, and investments.
- Allocate resources effectively, track expenditures, and optimize costs while ensuring value delivery and return on investment from technology investments.

Strategic Leadership

- Work in collaboration with the Leadership Team to maintain the strategic planning process towards continuous improvement and be responsible for strategic contributions in relation to the ICT and Infrastructure portfolio.
- Specifically, develop a strategic plan for ICT and infrastructure that aligns with the College's Strategic Plan, goals, objectives, and business requirements.
- In collaboration with the ICT Committee, assess current technology capabilities, identifying future needs, and defining roadmaps for technology and infrastructure investments.

Leadership and Team Management

- Provide leadership, direction, and mentorship to ICT staff. Foster a culture of collaboration, innovation, continuous learning, and customer service excellence within the ICT Department.
- Manage and budget for professional learning requirements of ICT staff to ensure professional alignment with the College ICT and Infrastructure portfolio and strive to reduce external support costs.

Policy, Risk Management, Compliance and Reporting

- Be responsible for the development, application and review of policies, processes and procedures relating to the College ICT and Infrastructure portfolio.
- Specifically, establish governance frameworks, standards, and best practices for ICT and infrastructure management. Ensure compliance with regulatory requirements, industry standards, and data privacy laws related to ICT operations and data management.
- Within the College Risk Management Framework, be responsible for identifying, assessing, controlling, monitoring and reporting against the ICT and Infrastructure Risk Register.
- In collaboration with the Business Manager manage the College Asset Register.
- Ensure continuous improvement in these areas.

Professional Development & Continuous Learning

- Stay abreast of best practices, research findings, and industry trends in education, leadership, and strategic management.
- Engage in professional development activities, conferences, and networking opportunities to enhance knowledge and skills relevant to the role.
- Engage actively in ICT Networks, such as:
 - Microsoft and Google School initiatives/forums
 - Victorian ICT Network for Education
 - Artificial Intelligence in Education forums
 - MACS Digital Ambition
 - Cyber Security in education forums

Data Analysis & Data-informed Decision-making

- Facilitate leadership and staff to utilise data-driven insights to inform strategic decision-making and improve educational outcomes through effective data strategies, management of current systems and procurement of new systems.
- Specifically develop data insights for KPIs in College ICT service delivery to inform Leadership and the College of ICT performance.

Community

- Represent the College at Community events, including Parents and Friends, Old Collegians and related Committee Meetings, to raise their profile and keep the College Community groups engaged and connected via functions, events and reunions thus encouraging a life-long association.
- Work in close collaboration with the Community Relations Officer to engage with valued Past Staff/Old Collegians (as appropriate) ensuring they remain connected and actively participate in the reunions and events as appropriate.

College Events / Activities

- Assist with the development and implementation of the annual College assemblies' program.
- Assist with the development and implementation of MAD.
- Attend annual College events such as musical productions, whole College/Community Mass, Mothers' Day, Fathers' Day, International Women's Day breakfasts.
- Undertake appropriate teaching duties.

Knowledge, Experience and Skills

- Possess a deep understanding of IT systems, networks, hardware, software, cybersecurity, and emerging technologies.
- Demonstrate strong leadership skills in managing IT teams, projects, and resources effectively.
- Have experience in strategic planning, budgeting, and resource allocation
- Ability to mentor and develop IT staff, fostering a culture of innovation, collaboration, and continuous improvement.
- Ability to translate technical concepts into business terms and communicate effectively with stakeholders at all levels.
- Skilled in project change and risk management methodologies to successfully plan, execute, and monitor ICT projects from initiation to completion.
- Excellent communication and relationship-building skills.

Qualifications

- A Bachelor and or Master's degree in Computer Science, Information Technology, or a related field
- Project Management (desirable)
- Certified Information Systems Security (desirable)
- Current VIT Registration

Details of Position

This role requires the incumbent to work across both campuses, ensuring that there are strong lines of communication with relevant contact people. It requires the Deputy Principal - ICT to be available outside "normal" school hours (8:30am – 4:30pm) to attend and manage meetings, activities, events and other co-curricular programs.

Reporting to the Principal, the position is offered as a full-time role, primarily based at the Mentone Campus, but with cross campus duties.

The position is offered on a fixed term of 5 years. Salary and conditions to be negotiated with the successful candidate.