

## ICT Projects / Systems Administrator Permanent Full Time Position

Trinity Lutheran College is seeking an ICT Projects / Systems Administrator – a lead role in the IT team providing technical leadership in the identification, review, implementation, maintenance, planning and support of ICT infrastructure services. The position is responsible for providing technical expertise in supporting the Director of ICT in designing, planning and delivering programs and projects within the ICT portfolio. The position will require ongoing support, level 2/3 technical support and server support as well monitoring and developing backups. Further details are available in the Position Description on the [college website](#).

### Selection Criteria

SC1 – A demonstrable advanced working knowledge of IT activities, including Microsoft Windows Operating Systems, Local Area Networks, TCP/IP, VLANs and networking in a complex environment, and a detailed understanding of the configuration and operation of Microsoft server products.

SC2 – Formal qualifications in an associated field, with a minimum of 2 years' experience in a systems administrator or similar role.

SC3 – Design and plan ICT projects to achieve clearly understood business objectives, as well as provide leadership and drive in delivering these projects in the ICT portfolio to agreed scope, budget, timelines and quality parameters. Maintain project documentation including, but not limited to, scope, requirements and business case development.

SC4 – Demonstrable advanced knowledge of Windows 2012 Server, including Active Directory, DNS, DHCP and Group Policies, MS SQL Server 2012, Office 365, MS Systems Centre Control Server, and MS SharePoint Server 2010.

SC5 – Demonstrable knowledge and working understanding in the management, support and troubleshooting of routers and switches.

SC6 – Demonstrated knowledge and experience with SQL queries, scripting through PowerShell, with experience in database management.

SC7 – Excellent analytical and organisational skills – the ability to plan and achieve a variety of tasks. Able to set priorities for user requests and deal with a number of issues concurrently.

SC8 – Possess strong and proven communication skills, both oral and written, and the ability to communicate effectively with a wide range of individuals including teachers, parents and students.

SC9 – Good problem-solving skills – the ability to identify problems and their cause, and develop solutions to meet college ICT needs.

SC10 – Teamwork — possess a good team spirit, and demonstrated self-management and flexibility in taking on new challenges.

SC11 – Must have a current Blue Card or be eligible to apply for a Suitability Card for working with children.

SC12 – Must hold qualifications in First Aid or be prepared to undertake training.

The successful applicant will be willing to support and enhance the ethos of the college.

Applications with covering letter and resume, including a copy of relevant qualifications (blue card/first aid/academic), names and contact details of three referees are to be emailed to the Principal at [careers@tlc.qld.edu.au](mailto:careers@tlc.qld.edu.au).

**Closing date for applications: Friday 28th April 2017**

Trinity Lutheran College is an equal opportunity employer