# Lowther Hall
ANGLICAN GRAMMAR SCHOOL

*All about the girl*

## SYSTEMS ENGINEER

## POSITION DESCRIPTION

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|---|---|
| **REPORTS TO** | Director of Information Technology |
| **DIRECT REPORTS** | None |
| **KEY RELATIONSHIPS** | Staff & Students<br>IT Technician<br>IT Consultants<br>External IT providers |
| **PURPOSE** | The Systems Engineer is responsible for designing, implementing, and maintaining the School's servers and IT infrastructure, ensuring the security, stability, integrity, and efficient operation of the information systems that support that support the core school functions. |
| **ENVIRONMENT** | This is a full time onsite position with normal hours of 38 per week inclusive of 5 weeks of Annual Leave – the span of hours will be based on operational requirements for the School and may include after-hours support. |

## KEY AREAS OF RESPONSIBILITY

- Design and implement network and server infrastructure across the school campus and cloud services
- Install and configure all school ICT infrastructures as requested by Director of IT
- Ensure regular and appropriate server monitoring, configuration and maintenance to ensure maximum uptime
- Ensure regular and appropriate network monitoring, configuration and maintenance to ensure maximum uptime
- Facilitate and manage school firewall and security
- Ensure and verify the continuity of ICT supplied services to all community members, internally and externally
- Support members of the School community in the technical aspects of ICT
- Implement and maintain specialised server and network infrastructure such as security, internet connectivity, switching and routing, antivirus, Microsoft Exchange Server, Microsoft Windows Servers, firmware upgrades, virtualization, SQL Server, wireless networking, IIS, school portal, school web sites, Learning Management Systems, backup and disaster recovery solutions, electronic access control system and MDM solution
- Verify and maintain Active Directory (users and groups, group policies and profiles), permissions and access control for suite of applications used within the School
- Facilitate the interface with School administration systems and other ICT applications, for example, Synergetic
- Ensure and verify a successful backup and restore regime, including a disaster recovery action plan is implemented
- Coordinate the design of online collaborative resources or platforms used for teaching and learning, such as GAFE, Office 365, and Lowther Link

- Facilitate specified ICT projects as requested by Director of IT
- Perform software and application development, installation and upgrades
- Ensure site licenses and asset register to ICT infrastructure are maintained and updated

## VALUES AND BEHAVIOURS

| CATEGORY | Expected behaviours |
|---|---|
| VALUES | Demonstrates personal integrity and strong work ethic<br>Behaviour demonstrates a team approach<br>Is open to new ideas and opportunities |
| COMMUNICATION | Communicates effectively, especially with adults |
| SCHOOL STANDARDS | Always focused on the needs of the School<br>Always respectful of others<br>Adds value to the team and the School<br>Complies with all school policies |
| BUSINESS OUTCOMES | Looks ahead and anticipates new directions<br>Understands how teams work and utilises the skills of team members |
| PRODUCTIVITY | Self driven and displays personal effectiveness<br>Manages stressful situations well<br>Displays sound problem solving and decision making skills<br>Possesses technical skills required to be proficient in the role<br>Shows critical reflection on own work |
| CONTINUOUS IMPROVEMENT | Reviews performance data to identify areas for improvement<br>Considers the bigger picture when thinking about a problem<br>Understands and adjusts to change |
| PLANNING | Demonstrates organisational skills<br>Develops project plans with clear process and outcome |

## TECHNICAL Requirements

- Bachelor degree in Computer Science, Information Technology, Information Systems or a related field
- Proficiency in Palo Alto, Mimecast, VMware, Veeam backup
- Certifications in CCNA, MCSE, AWS Certified Solutions Architect or similar qualifications
- Experience with cloud services (e.g., AWS, Azure) and hybrid environments
- Minimum of 5 years' experience in IT systems engineering and infrastructure management

NON NOBIS SOLUM

## Job Specific skills

- Advanced knowledge of network protocols, server hardware, and virtualisation technologies
- Excellent understanding of computing in a network environment
- Advanced knowledge of Microsoft applications
- Competency in administrative policies and procedures
- An understanding of the Lowther Hall context
- A current and appropriate WWC registration
- An understanding of child safe standards

**Employment requirements which may be completed upon appointment and must be kept up to date:**

- Level 2 First Aid and CPR Certificate
- anaphylaxis management qualification
- asthma management qualification
- National Criminal History Record Check

## PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude