



Position Description

ICT Project Officer



Welcome to our School

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do both in and out of the classroom.

Discover more: www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community



Position details

Position title	ICT Project Officer
Campus location	Various Haileybury Campuses: Berwick, Brighton, City, Keysborough
Reports to	Director of ICT
Manages others	No
Employment Type	Fixed Term, Full-Time
Salary range	\$76,967 + 12% superannuation

Responsibilities

The ICT Project Officer is a member of the ICT Department that is primarily responsible for the coordination of projects that involve the ICT department with oversight from the various ICT team managers as well as the Director of ICT. This role will work collaboratively within the ICT department, Business Planning and Improvement and more broadly with Teaching & Learning and other Corporate Services departments with regards to ICT run projects.

This role's main duties are to support the ICT team members in their project delivery activities and to provide a dedicated focus on project governance. In addition, this role will have limited accountability and responsibility to assist with the delivery of projects.

The ICT Project Officer is required to:

- Keep track of all financial spend and budget assigned to a project that is being managed.
- Scheduling all project related meetings and project plans in collaboration with various stakeholders identified in relation to the projects being managed.
- Ensure that project meetings are documented, and meeting minutes are documented and circulated to various stakeholders.
- Collaborate with various team managers and project stakeholders to identify project resources to be committed for the project.
- Ensuring that project resources are fully aware of the schedule and scope of work that are assigned to them.
- Scheduling and following up all project related work to be performed by various project resources and reporting on their statuses.
- Preparing weekly, fortnightly and monthly reports: collate information; gain reviews and approvals from relevant projects and their stakeholders.
- Responsibility for project documentation content and approvals by team leaders and other necessary stakeholders required.
- Tracking project documentation and artifacts to ensure delivery as per project scope.
- Assisting project and ICT managers with issues, risks, scheduling and change control management.
- Identifying project related issues, risks and assumptions in collaboration with team members, team leaders, managers and the Director of ICT.
- Monitoring the risk and issue register.
- Reviewing the risks, issues, dependencies, and assumptions regularly with the project managers, program manager and update register, if required escalating overdue ones.



- Assisting project and ICT managers in creating project change requests.
- Supporting the governance and control of projects in accordance with project management standards.

Key Selection Criteria

Required

- A strong understanding of current and emerging best-practice in Project Management methodologies and reporting.
- Demonstrate capability in managing stakeholders and project resources during projects including vendors.
- Demonstrated ability to build strong relationships and influence business leaders in various business units with project outcomes that concern them.
- Demonstrate capability in gathering business requirements and identifying business impacts during projects.
- Certification in one or more of the following, PMP, CAMP, Prince 2, Agile, Scrum.
- Strong technical experience using project management reporting tools e.g., ClickUp, Microsoft Project.
- Highly organised with the ability to work under pressure and within set deadlines.
- Develop relationships with relevant stakeholders to be able to understand their specific requirements.
- Demonstrate ability to work within tight time frames and constantly changing priorities.
- Demonstrate troubleshooting and problem-solving skills.
- Highly developed interpersonal skills including verbal and written communication, negotiation, and facilitation skills.
- Awareness of the legal requirements, privacy and security relating to the use of technology.
- Must have a current full Victorian Driver's Licence.
- Must have valid Working with Children Check.

Desirable

- Strong business acumen and problem-solving skillset.
- Previous leadership experience and strong analytical and technical capability.
- Collaborative style and the ability to work with and positively influence a variety of people across all levels and functions.

Personal qualities

- Outstanding customer service skills.
- Effectively takes and gives constructive feedback to work towards a better solution.
- Is professionally self-aware and can objectively and dispassionately evaluate their own strengths and weaknesses.
- Proactively seeks and acts upon feedback on their performance from stakeholders and managers.
- Enthusiastic and conscientious.
- Ability to work and lead in a team environment.
- Ability to work effectively with students, teachers, and administrative staff.



- Resourceful and positive.
- Creative and imaginative, with an open attitude towards change.
- Self-driven.
- Well organised.

Academic qualifications

Mandatory

- Relevant IT degree (or Master's).
- Formal qualifications or considerable experience demonstrated in the discipline of Service Management (ITILv4 and above).
- Minimum 3 years' relevant industry experience with a minimum of 2 years' experience in a similar position.
- Scrum master certification.
- Prince2 Agile or PMP certified.

Desirable

- Experience in educational institutions and professional learning communities.

Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold VIT registration will need to hold a current Working With Children Check (Employee) and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.



- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- This position is full-time, Monday to Friday at Haileybury's Keysborough campus. This position requires flexibility to operate outside the standard hours when the situation requires.
- This position may be required to travel to other Victorian based campuses from time to time.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The school's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, police records and reference checks to ensure that we are recruiting the right people.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au
This position description was modified by: *People & Culture July 2026*