

# Position Description

<b>Position title</b>	ICT Leader, MacKillop Education (Geelong, Maidstone & Caulfield)
<b>Document ID</b>	TBA
<b>Program/Unit</b>	MacKillop Education
<b>Classification</b>	VCEMEA Education Support Category C
<b>Position reports to</b>	Campus Principal

## Organisational context

On 1 July 1997, MacKillop Family Services was formed as a new organisation by re-founding seven agencies operated by the Sisters of Mercy, the Christian Brothers and the Sisters of St Joseph of the Sacred Heart in Victoria. However, our legacy and inspiration is much older. From the 1850s, these three congregations, respectively founded by Catherine McAuley, Edmund Rice and Mary MacKillop, worked in Victoria to establish homes for children who were orphaned, destitute or neglected, and for families who were in need of care and support. Throughout the years, the original model of institutional care evolved into different forms of residential care, foster care, education, family support and disability services.

The purpose and character of MacKillop Family Services as a Catholic organisation, continues to draw from the lives, works and inspiration of the three founders who provide a living model for the way our staff and volunteers approach their work. Woven through this ethos is the acknowledgement and recognition of the inherent Aboriginal spirituality of this country and respect for the cultures that have lived here for thousands of generations.

Today, we continue this work within the framework of Catholic social teaching and in the spirit of the Gospel - one of radical inclusion, restoration and accompaniment. MacKillop Family Services is now a national organisation and a leading provider of services for children, young people and families across Victoria, New South Wales, ACT, Western Australia and to other organisations in every state and beyond. We offer services and programs in family support, foster care, residential care, disability services, youth support, education and training, parenting, family therapy, mental health, family violence, early childhood, and support to women and men who, as children, were in the care of our founding agencies.

At MacKillop we pay respect to all Aboriginal and Torres Strait Islander peoples and their Elders - past, present and emerging - and acknowledge the importance of their stories, history and wisdom. They hold the memories, traditions, cultures, hopes and aspirations of all Aboriginal and Torres Strait Islander peoples. We are strongly committed to the ongoing work of Aboriginal self-determination, reconciliation, and cultural safety for our Aboriginal and Torres Strait Islander clients, staff and stakeholders.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2020/21 financial year of over \$150 million.

## Our purpose

MacKillop Family Services continues our founders' passionate commitment to social justice - to work for the rights of children, young people and families to be safe, to learn, feel nurtured and connected to culture. We provide high quality services to promote healing from trauma and loss, and to enable hopeful futures.

MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

## Our vision

Children, young people and families are welcomed and supported by MacKillop to be empowered and thrive.

## Our values

We commit to the following five foundational values which we continue to embed in the culture of our organisation and practice:

**JUSTICE.** We believe in the right of all people to experience respect and to have access to quality services irrespective of sex, race, ethnicity, culture, language, religion, marital status, disability, sexuality or age. We advocate for inclusiveness and social justice in the wider community and commit to these principles across our organisation and all services we provide. ***We believe in the right of all people to be treated justly and fairly.***

**HOPE.** We commit to creating positive and hopeful relationships where people find meaning in their experiences and relationships and are able to learn, explore their strengths and create possibilities for growth and change. ***We seek to foster hope that assists people to find meaning.***

**COLLABORATION.** In our work with individuals, families and other organisations and groups, we commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment. ***We commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment.***

**COMPASSION.** Compassion is an attitude of the heart, an expression of our shared humanity and a deep desire to alleviate another's suffering. We commit to creating an attitude of openness to others and to their circumstances. ***We seek to foster compassion, an attitude of the heart and a response to exclusion and suffering.***

**RESPECT.** We value ourselves and other people, the earth and all creation. We seek to listen and learn from each other and build relationships with respect, being proud of what we hold in common and with understanding and tolerance of our differences. ***We seek to act with respect with regard to each other, the earth and all creation.***

## Our Sanctuary Commitment

Our values are brought to life through our commitment to the Sanctuary Model. Sanctuary is an evidence-supported, whole-of-organisation framework that guides how we practice as an agency. Sanctuary enables a shared language, knowledge, and response to the impact of trauma and loss on all of us.

Our seven Sanctuary Commitments are as follows:

- Non-Violence - Mean what you say and don't be mean when you say it
- Emotional Intelligence - Look out for yours and other people's feelings
- Social Learning - We all learn from, and teach each other
- Democracy - Everyone is heard
- Open Communication - Be honest and share information
- Social Responsibility - We all help each other ... It takes a village to raise a child
- Growth and Change - Open to new ideas and ways of thinking

## Position purpose

The central goal of MacKillop Family Services is *to support, to foster hope and to promote justice for children, young people and their families, particularly those who experience distress, disadvantage and abuse*. Education is central to that goal.

Children in Out-of-Home Care are a high priority client group of MacKillop Education, as are adolescents at risk of leaving school without vocational skills. MacKillop Education currently provides education support to these young people through outreach programs from four sites: Geelong, Maidstone, Warrnambool and Caulfield. We also offer education support through our Children in Residential Care Programs (CIRC) and the Western Education Support Team Program (WEST).

Our schools in Geelong (Foundation to VCAL), Maidstone (Years 3 to 6), and Caulfield (Foundation to Year 10) (“School”) cater for students who are disengaged, or at risk of disengaging, from education. The education programs provide flexible learning pathways and they equip participants with the skills they need to re-enter mainstream school, or, for senior students, to take up employment or further education options, including traineeships and apprenticeships.

The XTend Program in Geelong caters for young people aged 12 to 17 years, who are engaged with mental health services and/or child protection.

## Role description

MacKillop Education views technology as an essential tool for enhancing education in all areas of the School, across Years Foundation to 12, and across each School site. Our students and staff are competent Information, Communication and Technology (“ICT”) users. The ICT Leader supports learning across the 3 campuses by ensuring that technology is reliable, accessible, user-friendly, and continuously available.

The Leader of ICT drives the delivery of ICT services and programs that reflect contemporary best practice and achieves optimal outcomes for MacKillop’s strategic education and operational requirements:

1. Create, agree, communicate, and implement the ICT strategy and supporting plans for the School, working closely with School Leaders to identify, recommend, develop, implement, and support technology solutions
2. Keep abreast of the latest technologies that may be of benefit to the School and incorporate considered recommendations into strategy and Plans
3. Direct, co-ordinate and design ICT-related projects and activities, as well as provide administrative direction and support for daily operational activities
4. Provide leadership to all ICT operations and infrastructure within the School, ensuring that an appropriate technical support framework is in place, including the management and delivery of services
5. Manage expenditure in line with the agreed goals and priorities; and
6. Recommend, develop, and implement, in consultation with School Leaders, ICT policies, procedures, and best practices in accordance with School’s expectations

## Primary objective

To provide comprehensive and effective ICT services to MacKillop Education and the School, including meeting all key result areas and responsibilities.

## Key result areas and responsibilities

This role sits within the Leadership Team and encompasses the following key areas.

### Leadership:

- Demonstrate effective leadership that is highly focused on the needs of the School Community and the embracing of technological change
- Demonstrate leadership and assist the Leadership Team in the development of a vision for the inclusion and use of technology and its applications, to enhance learning
- Demonstrate leadership and provide professional development in the use of technology
- Ensure that the technology used throughout the School is compatible, cost-effective and conducive to achieving the Strategic Goals, Vision and Mission of MacKillop Education
- Provide strategic advice to the School Leaders on all matters related to ICT and development, to enhance learning and teaching and student outcomes.

### ICT Management:

- Develop and review an ICT Strategy that supports the School's Goals and Objectives
- Define and seek approval for the level of ICT resources required to meet these goals, and schedule and deliver major projects according to agreed priorities and timelines
- Provide input into the implementation of policies, procedures and standards relating to ICT systems and their usage
- Be responsible for researching and evaluating new technologies, and liaise with the Leadership Team to source ICT solutions that support curriculum objectives
- Attend and participate in staff meetings and related activities, and attend workshops to keep up to date with ICT issues; and
- Provide professional advice, and technical support to staff and students and others in the School Community.

### Service:

- Develop and implement an effective approach to the provision of ICT services, through effective communication with all members of the community
- Negotiate service level agreements with both internal and external vendors and service providers.

### Security:

- Liaise with Information Technology ("IT") Central Office, as required, to manage Network access and related issues
- Liaise with IT Central, as required, to plan Network security, including virus protection and backup solutions
- Liaise with Student Management System Provider and IT Central, as required, to manage multiple School databases, to include security, data safety and integrity, and disaster recovery

**ICT Systems:**

- Oversee the School's technology development, and liaise with the Leadership Team to ensure that the implementation of technology is in line with the School's strategic and annual action plans.

**ICT Communication and Development:**

- Have overall responsibility for the development and management of the School's web activities - website, portal and all web applications
- Liaise with the external vendors and the Community Relations Team to ensure the technology systems meet the School's communication requirements
- Manage the implementation of the School's learning devices and organise any required support structures
- Lead the roll-out of all ICT equipment
- Manage all technology peripheral devices within the School

**ICT Applications:**

- Manage the updating, acquisition and implementation of Educational Software Applications
- Document and enhance online processes
- Manage and advise on software selection, ensuring that selected software fits within the ICT strategy and plan, and will work successfully with current infrastructure
- Manage Licensing arrangements with external vendors
- Supervise Copyright and ensure that all software is used within the limitations of the organised Licensing arrangements; and
- Liaise with the Leadership Team to ensure appropriate staff training in ICT related areas

Other duties as required.

**Qualifications and Employment Experience**

- Tertiary Qualifications in a related technology field
- Experience in working with and leading effective teams in educational settings

**Key selection criteria**

- Demonstrated experience in leading ICT in an educational setting
- Excellent communication, planning and organisational skills
- High level analytical skills and demonstrated capacity to provide leadership, leading to the high-level achievement and attainment of strategic and operational imperatives
- Demonstrated strong interpersonal and communication skills and capacity to develop and sustain productive relationships, both within and outside the School Community
- Ability to work effectively within a team environment
- Capacity to use strategic thinking and analytical skills to contribute to educational outcomes
- Demonstrated support for, and the capacity to develop and maintain an organisational culture based on MacKillop's Values and Commitments
- Understanding and appreciation of the risks associated within the ICT environment, and an ability to articulate and develop effective strategies to minimise such risks
- An understanding and commitment to the values and objectives of the organisation and a capacity to represent MacKillop as required by the role.

## Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's P.8 People and Workplace Policy.
- Observe and fulfil health and safety responsibilities as contained within 'WHS-P-001 Responsibility Statements' document.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.
- Incorporate cultural safety into your practice with Aboriginal families.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card.
- Satisfactory criminal history check conducted by MacKillop Family Services.

## Approval

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<b>Approver's full name:</b>	Anne Henderson	<b>Date:</b>	October 2020
<b>Approver's position title:</b>	Executive Principal, MacKillop Education		
<b>Incumbent's full name:</b>			
<b>Incumbent's signature:</b>		<b>Date:</b>	



*MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.*