



Nagle College Bairnsdale

Position Description

Position: Audio Visual Technician and ICT Network Support
Reports to: IT Manager
Classification: Education Support Category C Level 3
Employment Status: Ongoing / Full Time

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement, Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church

Job Scope

The Audio Visual Technician and ICT Network Support is a full time ongoing role and provides assistance to the IT Manager in running school events and supporting staff with technology requirements.

Responsibilities

The Audio Visual Technician will:

- Assist with the efficient organisation and delivery of College events, both during and outside normal working hours, on and off campus including providing technical support and management of audio-visual (AV) equipment as needed. Responsibilities include receiving and preparing AV content for events such as Masses, Assemblies, and band performances.
- Responsible for providing assistance to students and staff regarding technical AV aspects.
- Accountable for the setup, operation and maintenance of AV equipment for the school.
- Collaborate and liaise with external vendors and venue managers for major school events to ensure seamless audio-visual experiences.
- Ensure AV equipment is kept in excellent working condition through regular maintenance and upgrades.
- Acquire and manage media as required, including managing the school's photo store.
- Develop and maintain a contemporary provision of AV that suits the needs and requirements of the College.
- Assist with the management of the ICT network for the College.
- Manage the College's digital displays and implementation of smart technology within classrooms.
- Coordinate with school photographers, to organise and assist with the running of school photo day.
- Management of School photos in the College's systems.

Support and Advice

- Maintain awareness of new technologies and software in order to advise staff on how to improve educational delivery.
- Implement management tools for ICT to monitor all aspects of ICT for better understanding of historical and current use, and through trend analysis, provide advice on future needs.
- Ensure all documentation relating to systems and processes is maintained, updated as appropriate and made both easily accessible and secure.

In collaboration with other members of the ICT Staff team:

Help Desk

- Work with other ICT staff to assist in providing support to staff, students and parents.
- Plan, prepare and deliver staff ICT professional learning sessions as directed by the IT Manager.
- Assist staff in the use of existing and emerging technologies.
- Assist teachers in understanding how ICT can enhance student learning.
- Provide in-classroom support regarding hardware usage, software application, and the general instructional use of ICT in the classroom.

Systems Support

- Be involved with the evaluation of programmes, systems and software.
- Investigate ways to improve efficiencies in current software use.
- Work with other members of the ICT staff team in developing and implementing project planning and timelines for the roll-out of infrastructure equipment and software roll-outs.
- Assist with management and maintenance of key ICT systems:
 - Networking infrastructure, wired and wireless
 - DHCP, DNS, Domain Controllers as required
 - Servers and storage
 - Phone systems
- Other duties as assigned by the Principal and the IT Manager.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Demonstrate professional and collegiate relationships with colleagues
- Maintain strict confidentiality in handling all school business, personnel matters, and sensitive information, including data accessed through ICT systems and support activities
- Attend school meetings, Mass, and Personal Development days as directed
- Any other duties as requested by the principal

Organisational Relationships

The Audio Visual Technician has a number of key internal and external relationships.

Reports to: IT Manager

Internal liaisons: Teaching and non-teaching staff and students.

External liaisons: Suppliers, service providers and parents.

Judgement and Decision Making:

This role will require problem solving that involves the identification and analysis of diverse problems and will apply appropriate technical training and expertise to decision making.

Skills & Competencies

- Demonstrate a high level of understanding of the Catholic ethos of the College and the ability to transform this into practice.
- Relevant qualifications and demonstrated experience in a similar role with similar levels of responsibility.
- Excellent technical skills relevant to the role including AV equipment, lighting and sound.
- Have an understanding of databases and the need for data integrity.
- Working knowledge of computer components and operating systems and the ability to troubleshoot problems.
- Excellent interpersonal skills combined with good verbal and written skill ensuring the ability to work effectively with both staff and students.
- Effective time management & organisational skills combined with the ability to prioritise workload.
- Flexibility to be available out of hours if required to bring any failed systems back online or to make system changes to minimise impact on the College's operations.
- Demonstrated history of maintaining skills and knowledge up to date with current ICT developments / technology / products / solutions.
- A current full driver's licence.