IT Manager

The Association of Independent Schools of NSW (AISNSW) is the peak body supporting and representing independent schools in NSW and provides a range of services across the state. With the core values of integrity, professionalism, respect and collegiality AISNSW seeks to further the ideals of independent education: choice, diversity, quality, opportunity and excellence.

We seek an experienced, IT Manager to join our Technology team in a full time, permanent capacity.

Key Responsibilities

The duties of an IT Manager at AISNSW include the following:

- Communicate proactively in an honest and supportive manner
- Collaborate effectively with other teams, staff and members of the community
- Contribute to the development of the ICT Strategic Plan
- Lead the re-architecture of our platform with a continued focus on shifting key applications to the cloud
- Oversee hosted infrastructure and manage the vendor relationship
- Provide a Level 3 escalation point for the ICT service desk staff
- Maintain an operational suite of secure and patched business applications
- Maintain business continuity and oversee the disaster recovery plan
- Flexibly contribute to a professional, multi-disciplinary ICT team
- Provide proactive support including oversight of device and system updates
- Continue to develop and refine the standard operating environment
- Maintain accurate technical as-built documentation
- Manage the VMWare infrastructure
- Maintain budget
- Apply appropriate security protocols including ensuring devices and systems are regularly protected, managed, updated and patched
- Other duties as required by the Chief Executive.
Personal Attributes and Skills

- Interacts positively with people and demonstrates excellent interpersonal and communication skills (written and spoken)
- Works collaboratively with others including third parties to achieve shared goals and meet agreed timelines
- Demonstrates proactive, customer focused approaches
- Engages in continuous improvement, proactively seeking to improve the ICT function of the organisation
- Demonstrates problem-solving skills and lateral thinking
- Is reliable and open to feedback
- Ensure that Work, Health & Safety requirements are met.

Qualifications

Has relevant tertiary qualifications and related experience in Information Technology and/or Education e.g.: Master of Information Technology or similar.

Recent certification possibly including one or more of the following:
- Microsoft Certified Professional (MCP)
- Microsoft Security Administrator
- IT service management (ITIL)
- Project management (PMBOK or Prince 2)

Relevant Experience

Has current experience in an IT Management leadership role and hands on experience managing a range of systems and applications, such as:
- windows virtual servers (VMWare) including SQL databases
- backup (Veaam)
- anti-virus (Sophos)
- active directory (on premise and Azure)
- network switches (Aruba)
- wireless network (Aruba Clear Pass)
- firewall (Check Point)
- device management and imaging (SCCM, PowerShell)
- telephone system (MiTel)
- mobile device management (InTune; Jamf Pro)
- ticketing system (Solarwinds)
- monitoring (Up Trends; Site Improve; vendor provided tools)
- document management (SharePoint Online and MS Teams)
- Other applications (eg: LogMeIn; MimeCast; Concur; Connx; Security systems)
General conditions of the role

**Hours of Work:** The role is full-time.

**Annual Leave:** Four weeks annual leave is provided.

**Professional Learning:** A meeting for all staff is held once per term that is tailored to be informative, practical and collaborative in nature. Other professional learning opportunities that develop and support career development are arranged throughout the year.

**Reporting Line:** All positions are overseen by the Chief Executive and the Chief Operating Officer. The role reports to the Head: Technology.

Application process

Candidates are required to provide the following:

- Covering letter
- Statement of suitability addressing the key responsibilities
- Copy of full curriculum vitae
- AISNSW Employment Application Form including two referees

Note: Referees will be contacted only after prior consultation with the candidate.

All Candidates are required to complete the AISNSW Employment Application Form, any uncompleted applications will not be considered.

Please direct any questions and applications to:

Margaret Molloy  
Manager: Human Resources  
Phone: (02) 9299 2845  
Email: hr@aisnsw.edu.au