



Kelvin Grove State College

The Pursuit of Excellence With All Our Might

Expression of Interest – Temporary T02 School Technical Officer

Vacancy:	Temporary Full Time - T02 School Technical Officer (possibility of extension)
Location:	Kelvin Grove State College
Duration:	Immediate start – 15 September, 2023 (with possibility of extension)
Mandatory Requirement:	T02 must have possession of a diploma qualification relevant to the tasks outlined, from a recognised tertiary institution or qualification which, in the opinion of the Director-General, Department of Education (DET) or delegate is acceptable. T02 will be required to attain a current DET Orange Card School Administrator (OC SA) certification to access the school network, enabling the officer to perform high-level support tasks including server technologies. The content of the course contains aspects of supporting the DET Managed Operation Environment (MOE) as well as Government legislation. The course is only available within the DET network.
Closing Date:	COB Friday 10 March, 2023

Kelvin Grove State College is looking for an enthusiastic, self-motivated temporary T02 School Technical Officer to join our technical team, reporting to the ICT Manager. The College utilises a range of technologies to offer a very high level of service and support to students and staff across the Prep to Year 12 campus.

SUITABILITY ASSESSMENT CRITERIA:

- A strong technical knowledge of server hardware and configuration and networking peripherals
- A sound/high level of understanding of PC desktop and laptop systems, Apple iPads and printer support
- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills
- A strong client focus
- The ability to work as part of a team
- Understanding of Local and Wide Area Networks
- Experience using remote support tools to support services and workstations remotely and within the school environment
- The ability to research, identify and apply creative solutions to problems
- Sound working knowledge of network security and security protocols

RESPONSIBILITIES:

Duties will include but not limited to:

- Provide advice and assistance on maximising the potential of ICT operations within the school, including acquisitions, installation, operations, maintenance, repair and replacement
- Support the school community with technical advice, instructions and assistance with electronic equipment, in accordance with departmental, school and manufacturer's policy, guidelines and network standards
- Assist in the provisions of in-service training to staff, on the effective application of ICT tools to successfully achieve and deliver educational services to students
- Provide effective and efficient support to staff and students to resolve problems associated with school computer facilities, whilst ensuring high end customer focus and communication
- Provide regular preventative maintenance, routine and emergency repairs to all ICT facilities and associated electronic equipment.

L'Estrange Terrace, Kelvin Grove Qld, 4059



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- Maintain a range of technical services and accountable records related to the support of ICT, including infrastructure, used by the college
- Communicate with various stakeholders, including Regional and Central Support, on technical matters and provide technical advice, when required.

APPLICATION PROCESS:

1. Interested applicants should submit a maximum 2 x A4 page response outlining your suitability for the role referring to the key responsibilities outlined above.
2. A maximum 2-page CV including contact details of 3 referees, one of whom should be your current supervisor is also required.

Enquiries and applications should be directed and emailed to Jodie Hilton, Business Manager jhilt28@eq.edu.au by COB Friday 10 March 2023.

Confirmation of employment is conditional upon the preferred applicant obtaining a Suitability Card from Blue Card Services, Department of Justice and Attorney-General.