

Director of Information Technology



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Director of Information Technology
Employment Status:	Permanent full-time – 37.5 hours per week 52 weeks per year <i>Flexibility will be required for events outside of business hours</i>
Commencement Date:	3 August 2026
Classification:	Education Support Officer Resources Stream Grade 6 Year 1
Discretionary Allowance:	Equivalent to a POR 4 allowance
Responsible to:	College Principal

About Loreto

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a College.

Position Overview

The Director of Information Technology provides a high level of governance, technical expertise and service, directly and by leading a team, to facilitate development, implementation, administration, maintenance and support of systems, applications and services to meet the information technology and digital needs of the College.

The Director of Information Technology is to direct and manage the College's Information and Communications Technology strategic plans, business and finance systems, management and community information services and network communications.

The Director of Information Technology is expected to lead and coordinate the College's digital strategy and technology and infrastructure roadmaps and take responsibility for the direction and efficient operations of Information Technology.

The Director of Information Technology is part of the College Leadership Team and works under the direction of the Principal via the Chief Operating Officer to ensure the delivery of high-quality IT services to all areas of Loreto College. The Director of Information Technology reports to the College Principal.

Key Competencies

The Director of Information Technology is required to demonstrate the following Key Competencies:

Leadership	A high capacity to lead self and others in the collaborative delivery of data analytics and technologies
Communication	Excellent skills in communicating to staff, students and parents through the gathering and delivery of information
Developing Others	A high capacity in developing others in their professional growth
Planning and Organising	Excellent planning and organisational skills, demonstrating the ability to balance resources, timelines, and priorities to achieve objectives.
Problem Solving and Decision Making	Excellent skills in problem solving and decision making, including the ability to analyse, identify solutions, and make appropriate decisions
Collaboration	A high capacity to lead and work with others in achieving common goals, objectives, and outcomes
Continuous Learning	An ongoing commitment to learning and self-development, particularly in relation to information technology and girls' education

Key Responsibilities:

Information Technology Leadership:

- Lead the development and execution of appropriate digital strategy and technology and infrastructure roadmaps.
- Provide strategic and subject matters advice to the Executive Leadership Team on new practice, emerging technologies and future technological directions.
- Continuously review and assess the College's ICT infrastructure to ensure best practice design and functionality, including managing plans for medium to long-term network structures, both hardware and software.
- In conjunction with the Chief Operating Officer, undertake business analysis and prepare business cases, project proposals and funding submissions for infrastructure, new capability or product lifecycle projects.
- Manage IT security and associated procedures protecting the College network, information and its data assets.
- Manage, monitor and provide reporting on equipment usage and condition, network usage and performance, integration and mobile phone fleet and billing processes.
- Lead and supervise all Information Technology staff, ensuring that effective communication, customer service and teamwork is a high priority and performance is managed.
- Develop and manage technology services that support the IT curriculum goals of the College.
- Plan and coordinate requirements for IT infrastructure, hardware, software, network access and manage associated agreements with third party providers.
- Lead the procurement, licensing, and maintenance of all IT software for administrative and educational use.
- Provide staff training in IT applications, services, and security practices.
- Provide application and services configuration, maintenance, repair, deployment, licensing. This covers all applications and services, including LMS, SIS, EMS, BMS, etc.
- Provide desktop and mobile operating system deployment, management, and updates via MDM, SCCM, etc.
- Create and maintain software systems integration.
- Email systems operation, configuration, maintenance, repair, security, installation.
- Develop database reports to extract data for periodic data collections.
- Provide identity and group management.
- Create and maintain storage repositories (local and cloud).
- Provide configuration and management of endpoint security software.
- Contribute to group policy configuration.
- Provide communication with Loreto community (eg government data collection event);
- Contribute to College Board report.
- Develop and communicate appropriate policies and procedures.
- Develop and maintain strategic relationships with suppliers.
- Liaise with the Assistant Principal: Pedagogy and Academic Leadership to ensure IT infrastructure is meeting learning needs.
- Contribute to managing ICT budgeting and finances for the College, consulting, where appropriate, with the Chief Operating Officer.
- Work with the Learning Area Leaders to operate electronic exams.
- Provide support to staff, students, and parents in their use of ICT.
- Provide support to IT colleagues via escalated helpdesk tickets.
- Undertake forensic investigations, as required.
- Support Academic Reporting through the creation and modification of report templates.

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Person Specification – Essential Criteria

Knowledge and Skills Required

- Demonstrated ability to operate and maintain technical elements of IT systems and applications
- Demonstrated ability to troubleshoot system, network, and security issues
- Demonstrated ability in project management
- Demonstrated ability to methodically dismantle problems and isolate causes
- Demonstrated ability to investigate systems and develop understanding

Personal Qualities

- Ability to demonstrate initiative, drive and a strong sense of professionalism
- Ability to innovate, lead and inspire all stakeholders within an ICT environment
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students, and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Demonstrated planning, organisation and time management skills
- Excellent interpersonal skills underpinned by the Loreto values

Essential Qualifications

- Relevant tertiary qualifications and experience in a similar role within an educational setting will be highly regarded
- Familiarity with at least three of the following services/skills is essential:
 - Microsoft platform (AD, DHCP, DNS, GPOL, SCCM, etc).
 - Cisco and/or Aruba networking
 - VMware/ESXi/Hyper-V or similar virtualisation platform
 - Fortinet or similar NGFW
- Approved first aid training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Applications

Applications for the position of Director of Information Technology should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Relevant tertiary qualifications and experience in a similar role within an educational setting.
- All applicants will be required to undergo a Working with Children check and undertake Responding to Risk of Harm Abuse and Neglect – Education and Care training and Provide First Aid in an education and care setting training. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Covering letter detailing your experience and suitability for this position
- Your Curriculum Vitae
- The names, addresses (including email address) and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date:

Applications close at 9.00 am on Monday, 20 July 2026