



Cloncurry

State School P-12

Courtesy, Truth & Knowledge

Principal: Christine Norton

Deputy Principal: Brendan Baillie

Head of Department: Helen Chivers

Daintree Street (PO Box 337) Cloncurry QLD 4824 · Ph 07 4742 8333 · Fax 07 4742 8300 · www.cloncurryss.eq.edu.au

JOB TYPE: Temporary Part-Time – 20 hours per week
'SCHOOL TECHNICAL OFFICER'

DATES: Tuesday 8th May 2018 to Friday 21st September 2018
Dates could be extended

OCCUPATIONAL GROUP: Technical Classification: T02
Salary: \$20.31 per hour approx. \$812.40 GROSS per fortnight @ T01
\$29.15 per hour approx. \$1166.00 GROSS per fortnight @ T02

WORKPLACE LOCATION: Cloncurry State School P-12

CLOSING DATE: Tuesday 1st May 2018 @ 12NOON

CONTACT: Christine Norton
Phone: 47 428 333 Email: the.principal@cloncurryss.eq.edu.au

Your role:

- Provide advice and assistance on maximising the potential of ICT operations within the school, including acquisition, installation, operation, maintenance, repair and replacement
- Support the school community with technical advice, instruction and assistance with electronic equipment, in accordance with departmental, school and manufacturer's policy, guidelines and network standards
- Assist in the provision 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 computing 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
- Maintain a range of technical services and accountable records related to the support of ICT, including infrastructure, used by the school
- Communicate with various stakeholders, including Regional and Central Support, on technical matters and provide technical advice, when required
- The suitable applicant would require the following skills and knowledge:
 1. Technical knowledge of server hardware and configuration and networking peripherals
 2. High or good level understanding of PC desktop and laptop systems, Apple iPads and printer support
 3. Excellent communication and interpersonal skills
 4. Strong analytical and problem solving skills and possess a strong client focus to work as part of a team
 5. Understanding of Local Area networks and of Wide Area Networks
 6. Experience using remote support tools to support servers and workstations remotely, within the school environment
 7. Ability to research, identify and apply creative solutions to problems
 8. Sound working knowledge of network security and security protocols

Applications:

- Please forward resume including contact details for 2 referees (one of whom should be your current supervisor)
- Please provide a copy of your technology qualifications – Certificate – Diploma
- Please provide one page document and address the key duty roles of the five assessments listed in this document
- Applications to be marked and emailed to: the.principal@cloncurryss.eq.edu.au

CLOSING DATE FOR APPLICATIONS: TUESDAY 1ST MAY 2018 @ 12 NOON



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Knowledge and experience:

A mandatory requirement of this role is:

- T02 appointees 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 and Training or delegate is acceptable.
- The successful applicant will be required to attain the 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 Operating Environment (MOE) as well as Government legislation. This course is only available within the DET network.

How you will be assessed:

1. **Supports strategic direction**
Possess a working technical knowledge of server hardware and configuration and networking peripherals, including a good understanding of the principles of a network operating system
2. **Achieves results**
Sound analytical and problem solving skills and demonstrated ability to perform computer and peripheral maintenance and troubleshooting to component level in a safe and effective manner
3. **Supports productive working relationships**
Demonstrated ability to manage local area networks and to advise users in the effective use of administrative applications and office productivity software
4. **Displays personal drive and integrity**
Possess a good understanding of personal computers (PC) desktop and portable devices and printers and proven ability to support such systems in an environment where users have varying computing skills levels
5. **Communicates with influence**
Proven interpersonal, communication and negotiation skills, with a strong client focus and ability to work independently and in a team environment



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Additional information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- The successful applicant will be appointed to the T02 classification with eligibility for progression to the T03 level (as outlined in the Queensland Public Service Officers and Other Employees Award – State 2015) once specific criteria have been met or demonstrated
- Applicants currently undertaking a course of study for an appropriate Diploma or qualification may be considered for appointment prior to completion of this qualification and will be remunerated at T01 classification
- The successful applicant will be required to attain the 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 Operating Environment (MOE) as well as Government legislation. This course is only available within the DET network
- The Child Protection Reform Amendment Act 2014 requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA). The cost of this Blue Card is at the expense of the applicant
- A criminal history check will be initiated on the successful applicant
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government Code of Conduct and the department's Standard of Practice and agree to align their professional conduct to these obligations