NETWORK/SYSTEMS ADMINISTRATOR ICT SUPPORT SPECIALIST

FULL-TIME
FIXED TERM CONTRACT

CBC

PALMA VIRTUTI

FREMANTLE

Network/Systems Administrator ICT Support Specialist (Readvertised)

CBC Fremantle is a Catholic school in the Edmund Rice tradition for boys in Years 7-12. Founded by the Christian Brothers in 1901, the College has served the local Fremantle community for over a century helping families to develop boys who continually strive for excellence and who exhibit Catholic Leadership in their quest to establish a more just and peaceful society.

The College seeks to assist in the spiritual, academic, cultural, physical and emotional development of boys while acknowledging the primary role of the family as educator. As such, the College encourages its students to rigorously pursue excellence in all dimensions of their lives and to become leaders within their community through the active expression of their faith.

CBC Fremantle is seeking a dynamic Network/Systems Administrator ICT Support Specialist to join our team. This role encompasses a blend of infrastructure management, expertise in IT security, and hands-on support for staff and students.

Key Relationships: Staff, Students, Systems Administrator, Head of ICT, Director of Finance & Operations.

The outline of this role is as follows:

1. MAIN RESPONSABILITIES

   Microsoft Server and Intune Management:
   - Administer Microsoft servers, ensuring their optimal performance and security.
   - Utilise Intune for efficient endpoint management, security, and compliance.
   - Take proactive steps to ensure an appropriate level of system availability.

   VMware Virtualisation:
   - Oversee VMware infrastructure, managing virtual machines for seamless operations.
   - Optimise virtualisation resources to ensure scalability and performance.

   Veeam Backup Solutions:
   - Implement and manage Veeam backup solutions for robust data protection.
   - Develop and maintain disaster recovery plans to ensure business continuity.

Networking, Voice and Wi-Fi:

- Administer and troubleshoot networking components, including routers, switches, and firewalls.
- Design, implement, and manage Wi-Fi networks to provide reliable and secure connectivity.
- Contributes to the transition, implementation and administration of cloud network and voice services.
- Receives, responds and resolves network faults.
- Contributes to the documentation of procedures for the disaster recovery of network and voice services.

Firewall Configuration and Security:

- Configure and maintain firewalls to protect the organisation's network and data.
- Monitor and respond to security incidents, ensuring a proactive cybersecurity approach.

IT Support for Staff and Students:

- Provide technical support to both staff and students, addressing hardware and software issues.
- Collaborate with end-users to troubleshoot and resolve IT-related problems efficiently.
- Collaborate with ICT staff to facilitate the delivery of special projects which often involves developing.
- Provide audio-visual support within the classroom and for College events.
- Pilot tests and proof-of-concept scenarios with staff and students.
- Comply with College policies and procedures and maintain an active health and safety culture.
- Other duties as required.

2. SELECTION CRITERIA

Essential:

- Proven experience as a Network/Systems Administrator or similar role.
- In-depth knowledge of Microsoft server technologies, Intune, and endpoint management.
- Hands-on experience with VMware virtualisation and Veeam backup solutions.
- Proficiency in networking protocols, Wi-Fi, and firewall configurations.
- Ability to provide IT support to staff and students, demonstrating excellent problem-solving skills.
- Relevant certifications such as MCSA, VMWare Certified Professional (VCP), and CompTIA Network+ are a plus.
- Ability to work collaboratively as part of a team.
- Ability to be flexible and adaptable in a fast-paced, evolving work environment.
- Experience in an ICT Support Specialist role or similar.

Desirable:

- Experience in the Education industry.
- Experience with PaloAlto firewall.

3. TERMS OF EMPLOYMENT

- Fixed term full-time contract (1 year), with the potential of a permanent position after the initial 12 months. Commencement by negotiation. Subject to 6 months' probation.
- Four weeks annual leave.
- Occasional evening and/or weekend work may be required.

Application Process:

Applicants should send:
- A covering letter outlining suitability for the position.
- A recent CV, including the names and contact details of three referees.
- Working With Children Check (WWC) **required**.
- National Criminal History Check (as issued by the Department of Education WA).

Please forward applications to: **The Principal**
CBC Fremantle

Via email – employment@cbcfremantle.wa.edu.au

Applications close at 3.30pm on Friday 24 May 2024

Previous applicants are not required to re-apply.

CBC Fremantle is an equal-opportunity employer, and we encourage candidates from diverse backgrounds to apply.

Please note: This position description provides a general overview of the role and responsibilities of the position. It is not intended to be all inclusive and the incumbent may be required at the discretion of the Principal to perform tasks, duties and responsibilities not otherwise listed. The Principal reserves the right to change this position description in consultation with the successful candidate to meet the needs of the College.