

## POSITION DESCRIPTION

<b>Position:</b>	Technology Specialist (Infrastructure).	<b>Location:</b>	Catholic Education Office, Rockhampton
<b>Reports to:</b>	Information Technology Manager	<b>Date:</b>	2024
<b>Classification:</b>	CEO Salary Scale	<b>Status:</b>	Full-Time
<b>Employee Name:</b>			

---

### Purpose of Position

As a Technology Specialist (Infrastructure) within Catholic Education – Diocese of Rockhampton (CEDR) you will be responsible for planning, developing, deploying, testing, and optimising systems infrastructure, authentication services, database services, physical and hosted environments and software applications. This will include responsibility for on-premise and hosted vSphere and Azure, Active Directory, SQL Server, Server Operating Systems, Backup and Disaster Recovery solutions, compute, and storage.

### Position Duties:

- Research, analyse, evaluate and monitor computing/storage/systems architecture to ensure they are configured to operate at optimal performance.
- Provide specialist skills in supporting and troubleshooting computing/storage/systems problems and emergencies, installing, configuring, testing, maintaining, upgrading and administering infrastructure platforms including their firmware.
- Provide specialist skills in supporting and troubleshooting server operating systems and software applications problems and emergencies. Including the installation, configuration, testing, maintaining, upgrading, patching and administering server software applications.
- Prepare and maintain procedures and documentation for computing/storage/systems, including inventory, faults, enhancements, and installations.
- Prepare and maintain procedures and documentation for server operating systems and software applications including inventory, faults, enhancements, and installations.
- Monitor computing/storage/systems activity, capacity, and usage to ensure continued integrity and optimal performance.
- Monitor server operating systems and software application activity, capacity, and usage to ensure continued integrity and optimal performance.
- Work with other technology teams to analyse, develop, interpret, and evaluate system design and architecture data models.
- Develop and write procedures for installation, use, and troubleshooting of computing/storage/systems hardware and software.
- Respond to ad hoc requests from IT management.

### **Qualifications, Skills, and Experience:**

- Relevant tertiary qualifications and/or certificates.
- Demonstrated ability to work effectively with minimal supervision, be flexible and possess an ability to work in a changing service environment.
- Technical skills required in data centre technologies including, but not limited to some or all of the following:
  - vSphere and Azure virtualised environments
  - Microsoft technologies including Active Directory, DNS and DHCP, Microsoft 365, Azure AD, SQL Server, Windows Operating Systems, data centre design, power requirements and redundancy.
  - End-User Client environments including Microsoft Windows, macOS, iPadOS, Google ChromeOS and associated client device deployment and management systems
  - Okta Authentication and/or similar Identity environments
  - Google Workspace environments
  - Milestone CCTV; and Integritii Security Systems
- Demonstrated experience in operational management including the development of operational processes and procedures (e.g. ITIL processes).
- Demonstrated experience in developing disaster recovery strategies and disaster recovery documentation.
- Well-developed written communication skills and interpersonal skills, and the ability to consult with internal and external clients, stakeholders, and partners. The ability to synthesize, present and communicate security and technical information in business language to staff and executive.
- Be a team player with initiative and a desire to assist others.

*Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.*

*Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.*

Please note: Travel within the Diocese may be required from time to time and as such an Open Driver's License is a requirement.

***I acknowledge that I have sighted and been provided a copy of this Position Description.***

---

**Name**

---

**Signature**

---

**Date**