POSITION DESCRIPTION

POSITION TITLE:	**Graduate Software Developer**
SECTION:	**Information Technology and Services**
REPORTS TO:	**Team Leader Knowledge and Applications**
CLASSIFICATION:	**Administrative Officer - Level 3**
AWARD:	**Townsville Catholic Education Office Enterprise Agreement 2019 – 2023**
LOCATION:	**Townsville Catholic Education Office**

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information https://www.tsv.catholic.edu.au/

OUR SYSTEM VISION

"The promotion of the human person is the goal of the Catholic school"

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES JESUS TEACHES US:

COMMUNITY (John 15)	The greatest commandment Jesus teaches us is to Love God, Love others.	**LOVE** (John 4:7-19)	Love is the core value of the Gospels.	**PROMOTING LIFE IN ABUNDANCE** (John 10:10)	God wants us to live life to the full.
INCLUSION (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	**RECONCILIATION** (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.	**HOPE** (Luke 24:13-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
JUSTICE (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	**LIBERATION** (Luke 4:16-21)	God frees us from all evil if we trust in God and live our life in God.	**COMPASSION** (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

ABOUT THE ROLE

The Graduate Software Developer is a skilled and enthusiastic early career Information Technology (IT) professional who implements and manages software services within the Information Technology and Services Team (ITS).

The incumbent will work closely with the senior members of the Knowledge and Applications team to support the development of new and existing software solutions, reporting and Business Intelligence products.

The Graduate Software Developer reports directly to the Team Leader Knowledge and Applications, and may work in small ad hoc teams through ITS to achieve TCE's strategic outcomes.

KEY ACCOUNTABILITIES

- Establish and maintain a collaborative working arrangement with other teams within ITS, TCE and external service providers, to ensure quality service outcomes for students, teachers, staff and schools.
- Effectively acquire, maintain and improve knowledge of relevant IT standards, best practice and processes to ensure quality service outcomes for students, teachers, staff and schools.
- Participate in determining goals and ITS planning and coordinate their implementation.
- Undertake appropriate IT works to meet agreed service levels.
- Assist in the specification and application of standards within ITS.
- Research suppliers and maintain an understanding of the IT environment.
- Assist in vendor management and procurement processes.
- Develop and prepare business and analytical reports and respond to internal correspondence.
- Lead or assist as required in various project activities and programs as required.
- Produce and review outline system designs and specifications and overall architectures, topologies, configuration databases and design documentation of technologies within TCE.
- Adopt and adapt appropriate system design methods, tools and techniques, selecting appropriately from predictive (plan-driven) or adaptive (iterative/agile) approaches.
- Assist in designing large or complex systems, undertaking impact analysis on major design options and trade-offs.
- Other duties as reasonably directed.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Experience in programming outside of a professional setting
- Strong C#, .Net Core and JavaScript background.

Skills

- Knowledge of Software Development Life Cycle in an Agile environment
- Strong understanding of T-SQL and database design principals
- Skilled understanding of Git source control and code management practices.

Attributes

- An ability to professionally communicate with a range of stakeholders
- Ability to develop and sustain productive working relationships
- Ability to manage time and prioritise tasks effectively
- Enthusiastic, energetic, flexible with a proactive attitude
- Flexible and responsive to the needs of the TCE community and driven to achieve the best outcomes
- Willingness to learn and develop in a supported environment.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card or eligibility to obtain same *
- Tertiary qualification in Computer Science or related discipline
- Current Driver's Licence
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

*In line with Diocesan policy, it is a requirement that all Workers in the Diocese of Townsville (agencies and parishes) confirm they have received two doses of the COVID-19 vaccination or have a valid health exemption by 17 December 2021. **Please note that this policy and process is not applicable to workers who work in schools operated by Townsville Catholic Education.***

* The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government.

TOWNSVILLE CATHOLIC EDUCATION OFFICE   T. 07 4773 0900   E. enquiries@tsv.catholic.edu.au   tsv.catholic.edu.au

Desirable Criteria

- PRINCE2 Qualifications
- ITIL4 Qualifications
- G Suite API integration
- Azure Services.

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability

Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The Graduate Software Developer is accountable in the first instance to the Team Leader Knowledge and Applications and then to the Senior Manager, ITS. The Graduate Software Developer consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.

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          Executive Director
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             Director
        Organisational Services
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         Senior Manager, ITS
                 |
            Team Leader
      Knowledge and Applications
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         Graduate Software Developer
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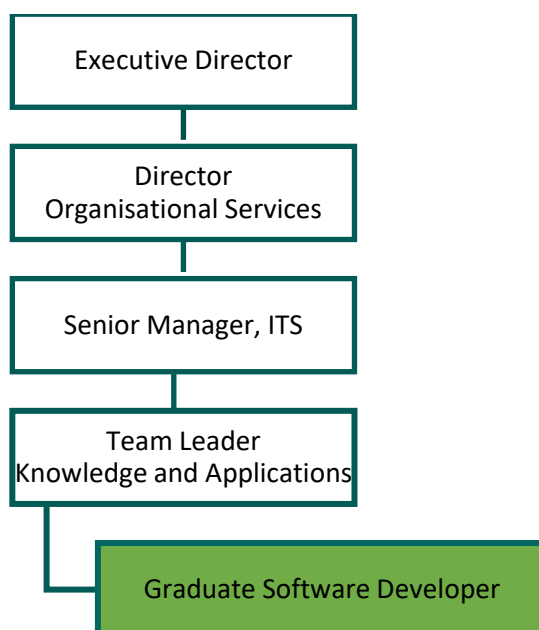
ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____   **Date:** _____