**JOB DESCRIPTION**

**RESPONSIBLE TO:** Headmaster, Scotch College and Principal, Presbyterian Ladies' College (Perth)

The Director of ILT is a strategic member and driver of the Scotch College and Presbyterian Ladies' College (Perth) Information and Learning Technology team. The Director of ILT together with the Head of ILT (Scotch) and Curriculum Integration Manager (PLC), provides each College with the leadership to enable the ILT teams to execute the information communication and learning technologies vision and strategy as a driver of 21st Century learning that promotes international and national acceptance of each College as an institution of excellence.

The Director of ILT enables and supports the technical requirements to enable teaching, learning, research and administration by managing and integrating services in information management and technology. The Director of ILT together with the Head of ILT and Curriculum Integration Manager, are a critical team whose collective roles are to ensure effective deployment, management and use of ILT’s in teaching and learning. The ILT teams are made up of a Curriculum team at each College led by the Head of ILT and Curriculum Integration Manager, and you have direct responsibility for the technical teams led by two Operations Managers that report directly to you.

**REPORTING:**
At Scotch College you will be the Head of the complete ILT team reporting directly to the Headmaster and a member of the Executive Committee.
At PLC you will report with the Curriculum Integrations Manager to the Executive and Council.

**PURPOSE OF POSITION**
The Director of ILT enables information and learning technologies to support the mission, strategic goals, and objectives of each College in one ILT Strategic Plan. The Director of ILT will collaboratively develop the three-year information and learning technology plan to guide the Scotch and PLC technology resources. The Director of ILT serves as advisor to the Headmaster of Scotch College and Principal of PLC (together with the Head of ILT and Curriculum Integration Manager) on information and learning technology issues.

The Director of ILT will provide vision and leadership in the technical development and implementation of the PLC and Scotch College information and learning technology (ILT) program.

The Director of ILT will directly lead the ILT Technical teams in both schools in planning and implementing information systems to support both distributed and centralised learning and administration operations and achieve effective and cost beneficial enterprise-wide IT operations. Additionally, the Director of ILT:

- **Provides** strategic and tactical planning, development, evaluation, and coordination of the information and learning technology services.
- **Facilitates** communication between Executive, Councils, staff, ILT management, vendors, and other technology resources within the organisation.
- **Oversees** the back office computer operations of management information system, including local area networks and wide-area networks.
- **Is responsible for** the management of multiple information and communications systems and projects, including voice, data, imaging, and the technical deployment of 1:1, 1:∞ learning.
• Designs, implements, and evaluates the systems that support end users in the productive use of desktop, laptop and mobile hardware and software.
• Supervises both Operation Managers and has overall responsibility of the two technical teams and any outsourced, onsite technical support.
• Together with the Head of ILT and Curriculum Integration Manager, undertakes strategic and creative planning and management of ILT services, resources and staff, adapting the ILT services to changing demands (including those externally generated as well as responding to established needs).
• Is accountable for the technical achievement of significant organisational objectives and programs, bringing innovative management to the development, marketing and implementation of new services and policies, demonstrating a corporate perspective and working collaboratively with Heads of Schools, Executive and Senior Administration leaders. At PLC, The Director of ILT is jointly accountable with the Curriculum Integration Manager to the Council ILT Committee.

DUTIES:
• Leads the Technical ILT on both campuses with the operations manager as well as overseeing all ILT technical teams
• At Scotch College you also lead the Curriculum Team with the Head of ILT as your 2IC. At PLC you will have a dual leadership role working collaboratively with the Curriculum Integration Manager
• Provides leadership, supervision and a worksafe environment for ILT technical teams
• Motivates technical teams by communicating goals and performance expectations, ensuring appropriate training in work and organisational skills
• Coaches, facilitates, prioritises work, monitors workloads, reviews progress, provides feedback and concludes employment contracts where necessary
• Integrates the work of the ILT technical teams to achieve a model of best professional practice
• Gives recognition for valued performance and celebrates achievement
• Builds and creates a professional development environment; enhancing the technical and customer facing skills in the ILT technical teams to achieve strategic goals in line with Performance Development Review processes
• Select, train, supervise, evaluate and dismiss, if necessary, ILT technical team members. Assure that the duties and roles assigned to team members will be performed during holidays, illnesses, and other instances where key ILT members are not available.

Budget/Contracts
• Approves, coordinates and controls all projects related to selection, acquisition, development and installation of major information systems. Provides advice on evaluation, selection, implementation and maintenance of information systems, ensuring appropriate investment in strategic and operational systems. Evaluates systems to measure their success.
• Reviews all hardware and software acquisition and maintenance contracts, soliciting involvement and participation of other management team members as appropriate.
• Develops and maintains corporate policies and standards aimed at maximising effectiveness and minimising costs related to the acquisition, implementation and operation of IT systems.
• Develops master purchase or lease agreements for hardware, software, maintenance and telecommunication services in consultation with Finance Director at each College
• Develops and monitors the approved annual operating and capital budgets for information and learning technology systems.
• Maintains contact with IT suppliers and maintains knowledge of current technology, equipment, prices and terms of agreements to minimize the investment required to meet established service levels.
• Evaluates alternatives, performs appropriate cost benefit analysis, and recommends solutions that maximize effectiveness and minimize costs commensurate with acceptable risks.
• Manages relationships with vendors for sales, service and support of all information systems and technology. Maintains problem logs, documenting system errors or defects. Serves as the primary contact to software, hardware and network-related vendors, consultants, and partners.

Planning/Policy Development
• Together with the Head of ILT and Curriculum Integration Manager, coordinate the ILT vision and planning process that regularly evaluates existing technology, information systems, policies and staffing
• Research new solutions and technologies and recommend changes.
• Manage the planning, development, evaluation, coordination and management of the information and technology systems. This includes telephones, print management systems and office automation.
• Develops in collaboration with the Head of ILT and Curriculum Integration Manager policy and procedures to ensure the protection of the ILT assets.
• Together with the Head of ILT and Curriculum Integration Manager, gathers and analyses changing requirements of users and develop effective and feasible ways to satisfy user requirements.

Systems Administration/Reporting
• Promote and oversee relationships between the network’s ILT resources and external entities (eg government and partners).
• Develop and maintain the systems architecture, defining standards and protocols for data exchange, communications, software and interconnection of network information systems, including IXL 360 and iTunesU.
• Develop and maintain system recovery plans in the event of power failure, damage to system, etc.
• Facilitate the correction of any system failures.
• Oversee the development, maintenance, and communication of system documentation, policies, and procedures.

Training/Professional Learning
• Together with the Head of ILT and Curriculum Integration Manager, communicates ILT plans, policies and technology trends throughout the schools.
• Develop, implement and maintain comprehensive user training program for all technical staff.
• Together with the Head of ILT and Curriculum Integration Manager, maintain appropriate documentation and on-line help facilities.

QUALIFICATIONS AND ABILITIES:

Management/Education
• Proven experience in management and support of education information systems and information technology. Direct management of a major ILT operation in education is preferred.
• Significant experience in a K-12 setting is highly desirable, specifically in technology and information systems planning to support strategic goals. Experience should also include exposure to both shared and outsourced solutions, as well as support of in-house information and communication systems in a multi-site, client-server, mobile environment.
• Specific experience with School management, financial management and learning information systems is desirable.
• Comprehensive knowledge of business principles and techniques of administration, organisation, and management to include an in-depth understanding of the key education issues that exist in
schools. These include, but are not limited to, knowledge of strategic and operational planning, school financials and budgeting, HR administration, awareness of legal/laws relating to technology and education, financial and cost analysis, trends in the education industry, and education (P-12) technology theory and practice.

- Must have proven skills in negotiating with vendors, contractors and others, budget preparation and monitoring, leadership and communication.
- Ability to analyze and resolve complex issues, both logical and interpersonal.
- Effective verbal and written communications skills and effective presentation skills.

**Technology**

- Familiarity with Apple desktop, notebook, mobile, and server technologies.
- Familiarity with local and wide area network design, implementation, and operation.
- Understanding of data processing methods and procedures, and computer software systems
- Experience in systems design and development process, including requirements analysis, feasibility studies, software design, programming, pilot testing, installation, evaluation and operational management
- Experience in the design, management and operation of managed ILT systems.

**GENERAL**

- Current WA driver’s licence and access to reliable transportation
- Ability and willingness to travel when necessary.
- A Working with Children Check/National Police Clearance.