IT Systems Administrator - Integration & IAM (Integration, Identity & Access Specialist)
Catholic Schools Office Armidale

Position Description

[Click here to apply](). Applications close 11 February 2024.

Position level	CSO Remuneration Framework Level 8
Salary (full-time)	$119,533 gross per annum
Reports to	ICT Lead
Team	ICT Services
Location	Catholic Schools Office Armidale or Tamworth
Employment type	Full-time (1.0 FTE)
Employment status	Permanent
Hours per fortnight	70 (Monday to Friday 8.30 am - 4.30 pm)

The Catholic Schools Office (CSO) Diocese of Armidale serves 24 schools; 19 primary, two central (K-10) and three secondary (7-12) across the New England and North West region of NSW. Staff at the CSO are responsible for providing educational, administrative, information and communication technology, industrial, financial, and employee services support to these schools.

Benefits

Our staff benefit from a 35 hour working week, additional paid time off during Christmas and the New Year peiod, salary packaging and a generous personal professional development budget annually. Additionally, working hours, part-time and flexibility to work from home two days per week are negotiable. This role will be critical in driving modernisation and positive change across our service portfolio.

The Diocese of Armidale spans across a space as big as Portugal, located in the North West and New England areas of NSW including Armidale, Tamworth, Gunnedah, Narrabri, Moree & Inverell.

Our 24 schools are located in some of the most beautiful towns in NSW. Weekend trips to the beach, waterfalls, hiking trails, gorges and national parks are easily accessible and regular attractions for those working in our system of schools.

Position Purpose

The Integration, Identity & Access Specialist will;

- support the schools and offices of Armidale Catholic Schools with the design, deployment, management and support of ICT services with a particular focus on integration, identity management and access management
- in collaboration with other ICT Services team members, architect, implement and support new and existing systems and services
- proactively provide support and assistance to a broad range of ICT business-as-usual and project-based tasks

The role will work under the direction of the Senior Systems Engineer, providing support for ICT services, systems & projects.

The position will be based at the CSO Office, located at 2/131 Barney Street, Armidale **or** 87 Bridge Street (Level 1) Tamworth.

Commencement

The commencement date for this position will be negotiated with the successful applicant.

Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
Be the Service Owner of relevant ICT services	- In collaboration with the ICT Lead and the Senior Systems Engineer - Oversee the lifecycle of relevant services. - Architect, develop and maintain the integrations, systems, applications and cloud services for relevant services. - Contribute to and implement principles, policies, standards and guidelines associated with relevant ICT services. - Contribute to and implement cyber security strategies, standards, policies & practices. - Work with relevant stakeholders to ensure relevant services are well understood and continue to address business needs. - Work with internal and external stakeholders, partners and vendors

	to deliver services to a high standard. ○ Ensure documentation is created and maintained for relevant services. ● Substantively contribute to the technical architecture of ICT services. ● Provide expertise regarding integration, identity and access management and associated technologies across the enterprise.
Systems & Services Integration Development & Maintenance	● Provide expertise regarding the integration of applications and data across the enterprise. ● Translate business processes and requirements into technical integration requirements and designs. ● Contribute to and implement principles, policies, standards and guidelines for data management within ICT services ● Identify opportunities for data alignment and reuse in ICT services, the Catholic Schools Office and schools ● Develop integration solutions to automate or improve business processes ● Ensure that data in ICT systems is structured appropriately ● Contribute to the formation & recommendation of proposals for, selection and implementation of future projects and services. ● Produce post-incident reports following major incidents. ● Participate in the completion of both emergency and scheduled service maintenance.
Identity & Access Management	● Architect, develop and maintain automated identity & access management processes and tools. ● Architect, develop and maintain user provisioning processes across all ICT services. ● Identify, propose and implement improvements to identity and access technologies, workflows and services. ● Work with internal and external stakeholders, partners and vendors to deliver optimal identity and access management solutions.
General	● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent

The Catholic Schools Office Armidale reserves the right to alter roles, responsibilities and requirements as required.

Selection criteria

General expectations of staff at the Catholic Schools Office
● Respect of and a commitment to the Catholic ethos and a willingness to foster it.
● Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
● Act as a team member, developing and supporting the philosophy and ethos of the team.

- Ensure appropriate behaviours when engaging with children.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment with the Catholic Schools Office Armidale is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

Essential criteria

- Bachelor's Degree in Computer Science (or similar)
- 3 + years managing complex IT systems, services and infrastructure
- ITIL 4 Foundations Certification or willingness to obtain
- Demonstrated infrastructure, integrations or systems architecture experience
- Excellent knowledge of and/or experience concerning the cyber security implications of systems integration, identity and access management
- Highly defined analytical, and problem solving skills, and demonstrated experience with complex ICT incidents
- Excellent written and verbal communication skills
- Excellent organisational skills including attention to detail, highly effective time management and ability to prioritise between multiple projects
- The ability to work collaboratively as a highly effective team-member as well as work autonomously and take ownership of issues and projects
- Driver's Licence

Desirable Criteria

- Demonstrated Experience with SAML, OAuth, OIDC, LDAP, REST or other similar technologies
- Demonstrated experience developing complex systems integrations
- Demonstrated experience with identity and access management
- Demonstrated experience managing complex Okta environments
- Demonstrated experience using and managing Dell Boomi integrations
- Relevant Okta Certifications
- Relevant Dell Boomi Certifications
- Demonstrated experience working in an agile and multidisciplinary team
- Experience working in dynamic and geographically distributed multi-site environments
- Knowledge/Experience in an educational environment

Application

For questions regarding the professional nature of this position, please contact Jed Trow, ICT Lead on 0436 675 722 or email jtrow@arm.catholic.edu.au.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Complete the relevant online application form by **clicking here** and attach a cover letter and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.