

IT Systems Administrator - Integration

Catholic Schools Office Armidale

Position Description

[Click here to apply.](#) Applications close on 9 July 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) or Part-time
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 / New Year period and salary packaging. 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.

We're after the right candidate even if you need to learn new skills to realise their potential in this role. Further our staff are supported to develop their skills and careers through a generous personal professional development budget annually.

The Diocese of Armidale spans across 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

This position, internally referred to as 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. Flexible arrangements including working from other towns in the region and working from home are negotiable.

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	<ul style="list-style-type: none">● In collaboration with the ICT Lead and the Senior Systems Engineer<ul style="list-style-type: none">○ Oversee the lifecycle of relevant services.○ Architect, develop and maintain the integrations, systems, applications and cloud services for relevant services.○ Contribute to and implement cyber security strategies, standards, policies & practices.○ Work with internal and external stakeholders, partners and vendors to deliver services to a high standard.● 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	<ul style="list-style-type: none"> ● Provide expertise regarding the integration of applications and data across the enterprise. ● Develop integration solutions to automate or improve business processes ● Contribute to the formation & recommendation of proposals for, selection and implementation of future projects and services.
Identity & Access Management	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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

- Be a team player with a strong desire to learn new technologies and concepts
- 3 + years managing IT systems, services and infrastructure
- ITIL 4 Foundations Certification or willingness to obtain
- Demonstrated infrastructure, integrations or systems architecture experience
- 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
- 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

- Experience with
 - SAML, OAuth, OIDC, LDAP, REST or other similar technologies
 - developing systems integrations
 - identity and access management concepts and technologies
 - Okta environments
 - Dell Boomi integrations
- Relevant Okta Certifications
- Relevant Dell Boomi Certifications
- Demonstrated experience working in an agile and multidisciplinary team
- 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.