



**NAGLE**  
CATHOLIC  
COLLEGE  
EST 1994

<b>Job Title:</b>	ICT Desktop Engineer	<b>Job Category:</b>	Administrative and Technical Officer
<b>Department/Group:</b>	ICT Department		
<b>Location:</b>	Geraldton Campus	<b>Reports To:</b>	ICT Manager
<b>Level/Salary Range:</b>	Level 3	<b>Position Type:</b>	Full-time, Ongoing
<b>HR Contact:</b>	Alison Morgan	<b>Commencement:</b>	29 April 2019

#### Job Description

##### POSITION DESCRIPTION:

The ICT Desktop Engineer is a member of the College Information and Communication Technology department. The role is to support both staff and students in the use of ICT hardware, peripherals and software, and to assist the other members of the ICT Services department with special projects and improvements.

##### ROLES AND RESPONSIBILITIES:

- Facilitating quality service through the provision of Information and Communication Technology (ICT) Services and support to College staff.
- Ensuring all College staff are provided with ongoing access to networking products and College information systems via the local area network.
- Providing Support and ongoing Improvements for end user computing services.
- Carrying and lifting computer/ICT equipment.
- Offsite Travel to events and remote sites to provide support.
- Working independently and taking initiative.
- Manage Assets and Storeroom Stock.
- Decommissioning hardware such as servers and desktops.
- Racking new equipment such as servers and networking equipment.

##### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- An MCP, MTA or equivalent level certificate/qualification is desired.
- Driver's License.
- Valid Working with Children Check Nationally Coordinated Criminal History Check (willingness to complete)
- Accreditation to Work in a Catholic School (willingness to obtain)

**DESIRABLE EXPERIENCE:**

- Supporting primarily Windows 10 but also Mac and IOS operating systems.
- Supporting Hardware of Computing and Peripheral Technologies.
- Customer Service Skills, setting expectations, Clear and articulate communications written and verbal.
- VoIP technologies specifically, Telstra IP Telephony
- Support of the Office365 suite.
- Windows Enterprise domain management
- Supporting networking software and technologies such as:
  - o Cisco Wireless Enterprise Networks
  - o Ethernet and Fiber patching
  - o Windows and Apple wireless client technologies.

**SELECTION CRITERIA:**

Our selection criteria are based on the Responsibilities, Requirements and Experience listed above. Please provide an example for each criterion of any relevant experience or qualifications related to the above.

**The closing date for this position is: 31 March 2019**

Please scroll down and complete the attached application form (fillable PDF) to which you should also attach your:

- Cover Letter
- Selection Criteria
- Copies of Relevant Qualifications
- Copy of Working with Children Check

All applications should be submitted electronically to:

Alison Morgan (HR Officer) [naglehr@cewa.edu.au](mailto:naglehr@cewa.edu.au)

Please note, only applicants who fill out the College Application Form and address the Selection Criteria will be considered for the role.



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101-103 Sanford St, GERALDTON, WA, 6530  
Website: [www.ncc.wa.edu.au](http://www.ncc.wa.edu.au)

Ph: (08) 99200 500  
Email: [NagleHR@cewa.edu.au](mailto:NagleHR@cewa.edu.au)

## POSITION:

### APPLICATION FOR NON-TEACHING POSITION

1. Where did you hear about this position?

2. Personal

<b>Title:</b>	
<b>Full Name:</b>	<b>Preferred Name:</b>
<b>Residential Address:</b>	
<b>Postal Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

<b>Current Employer:</b>	
<b>Current Employer's Contact Details:</b>	
<b>Emergency Contact:</b>	<b>Phone:</b>
<b>Religious Denomination:</b>	

3. **Employment Record** (Indicate, in order, positions held, commencing with current or most recent)

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**Employer:**

**Start/End Date:**

**Responsibilities:**

**Full-time/Part-time/Casual:**

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**Employer:**

**Start/End Date:**

**Responsibilities:**

**Full-time/Part-time/Casual**

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**Employer:**

**Start/End Date:**

**Responsibilities:**

**Full-time/Part-time/Casual**

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**Employer:**

**Start/End Date:**

**Responsibilities:**

**Full-time/Part-time/Casual**

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4. **Leadership Experience** (If applicable to the position)

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**Employer:**

**Start/End Date:**

**Leadership Role:**

**Full-time/Part-time/Casual:**

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**Employer:**

**Start/End Date:**

**Leadership Role:**

**Full-time/Part-time/Casual:**

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**Employer:**

**Start/End Date:**

**Leadership Role:**

**Full-time/Part-time/Casual:**

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**Employer:**

**Start/End Date:**

**Leadership Role:**

**Full-time/Part-time/Casual:**

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5. **Educational Qualifications** (Relevant to the position)

Qualification	Name of Institution	Year Obtained

6. **Catholic Education of WA (CEWA) Accreditation**

Have you completed:

- Accreditation to Work in a Catholic School      Yes       No
- Accreditation to Teach in a Catholic School      Yes       No
- Accreditation to Teach Religious Education      Yes       No
- Accreditation for Leadership in a Catholic School      Yes       No

*(Please attach copies of Accreditation certificates)*

7. **Co-curricular Qualifications/Experiences**

- Bus License      Yes       No
- Surf Rescue      Yes       No
- First Aid      Yes       No

**8. Recent Professional Development within the last two years.**

Course	Course Provider	Date Obtained

**9. Referees**

**Current Employer** \_\_\_\_\_

**Name:**

**Position:**

**Organisation**

**Phone:**

**Email:**

*If you do not want the Current Employer to be contacted, please outline your reasons and nominate as a referee a previous employer or another person to whom you have been responsible in your employment in the Current Employer section.*

**Reason for not wanting Current Employer contacted:**

**Parish Priest (If Catholic)** \_\_\_\_\_

**Name:**

**Address:**

**Phone:**

**Email:**

### **Professional Reference 1**

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**Name:**

**Position:**

**Organisation:**

**Phone:**

**Email:**

### **Professional Reference 2**

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**Name:**

**Position:**

**Organisation:**

**Phone:**

**Email:**

I have advised the above referees they have been included on this application form.

Yes:  No:

## **NAGLE CATHOLIC COLLEGE**

### **Notice concerning Collection of Information**

1. In applying for this position, you will be providing Nagle Catholic College with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for as long as is necessary to finalise the appointment.
4. Nominated referees of short-listed applicants may be contacted prior to the offering of a position. Non-nominated referees may also be contacted.
5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact upon the privacy of others.
6. We will not disclose this information to a third party without your consent.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information until the completion of the appointment process.