

BUNBURY CATHOLIC COLLEGE

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SUPPORT OFFICER



Bunbury Catholic College is a Year 7-12 College with a total enrolment of 940 students. Bunbury is a vibrant and growing city less than two hours from Perth that offers an amazing quality of life and is in close proximity to all of the South-West's best wine, food and beaches.

POSITION DETAILS

Bunbury Catholic College invites applications from enthusiastic and experienced professionals for the position of ICT Support Officer. The ICT Support Officer reports to the Systems Administrator and is responsible for the operation of the IT Help Desk.

The ICT Support Officer will provide a high level of end-user computing support to staff and students, to ensure effective delivery of IT services.

POSITION:	Information and Communications Technology (ICT) Support Officer
CONDITIONS:	Part-Time Ongoing, 0.8 FTE Commencing 1 January 2025
HOURS:	4 days per week 8.00am – 4.00pm (Days to be negotiated) 48 weeks per year – 4 weeks annual leave per annum pro rata
SALARY:	As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) for Administrative & Technical Officers and depending on qualifications and experience of the successful applicant. Level 4 to Step 1-6 Full time equivalent Salary Range \$71 189 to \$81 940

QUALIFICATIONS AND SKILLS

- Commitment to providing a high level of customer service.
- Proven experience in supporting end-users and their devices.
- Proven experience with Microsoft products including Microsoft Windows operating systems and Microsoft 365 applications.
- Demonstrated ability to troubleshoot and resolve IT issues.
- Well-developed written and verbal communication skills, including the ability to communicate technical concepts to non-technical users.

APPOINTMENT

The position requires a person with excellent interpersonal and organisational skills. Experience in a similar work environment would be considered favourably.

The Duty Statement and Selection Criteria can be found via the following links:

[ICT Support Officer - Duty Statement](#)

[ICT Support Officer - Selection Criteria](#)

How to Apply

Applicants should complete the 'Support Staff Positions' application form on our website [Employment Opportunities | Bunbury Catholic College](#) and return with a covering letter, CV and all required attachments to:

The Principal - Confidential
Bunbury Catholic College
PO Box 414
BUNBURY WA 6231
Email: human.resources@bccwa.wa.edu.au

Closing Date: Applications must be submitted before 3.00pm – Monday 11 November 2024