



## Position Description

<b>Position:</b>	<b>ICT Change and Digital Learning Specialist</b>
<b>Position Status:</b>	Full-time, ongoing
<b>Classification:</b>	Level 8, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
<b>Annual Leave:</b>	5 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
<b>Reports to:</b>	Director of ICT. All positions in the College ultimately report to the Principal.

## Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

## Context of the Role

The ICT Change and Digital Learning Specialist is a key role within the ICT Service Team, as it will be responsible for executing the ICT change management plan to deliver successful ICT initiatives which realise maximum value for all stakeholders while minimising disruption. Supported by the ICT operations team, this role will facilitate the transfer of delivered projects from ICT development to business-as-usual, as aligned to with the College's goals, and determined by the strategic plan.

## Position Overview

The ICT Change and Digital Learning Specialist will be responsible for the implementation and continuous improvement of the change management and project plan. This role brings the stakeholder's perspective to the plan. Acting as an advocate, the ICT Change and Digital Learning Specialist will critically analyse the stakeholder experience raising issues with the project team and build strategies with the ICT Team to mitigate adverse effects in order to deliver against the change management plan. To support this the ICT Change and Digital Learning Specialist will also design and build high-quality digital learning assets, facilitate stakeholder training using various methods, including small or large group training sessions and support other implementation activities.



## Key Responsibilities:

Examples of duties include but are not limited to:

### Project and Change Management

- Continuous improvement and execution of the ICT Change Management Plan.
- Contribute to the constant improvement of the ICT Project Management Plan.
- Contribute to the development and successful implementation of the ICT Strategy plan.
- Act as a stakeholder advocate within the project team.
- Facilitate the transfer of ICT projects from the development/project team to the business-as-usual operational teams.
- Create an appropriate project and change documentation, and prepare reports for various purposes such as project, stakeholder, team meetings, Executive briefings and Council reports.
- Manage the ICT change-management process, undertaking change and release management activities such as:
  - Determine the appropriate change team
  - Identify impacted users (stakeholders)
  - Develop an impacted users mitigation and change plan
  - Review appropriate PLC policies to determine if new approaches or changes to an existing policy are required.
  - Review of existing PLC procedures to determine if changes are required or if new approaches are needed
  - Identify and implement quick wins

### Learning and Development

- Design, production and facilitation of high-quality training collateral:
  - Scaffolding Infographics
  - Written Instructions
  - Launch Informational / Training Video(s)
  - Create and manage Wyse digital learning page(s)
  - Author knowledge-based articles
- Assist in managing ICT project launches
  - Arrange for launch by Project Sponsor or appropriate member of staff
  - Provide an In-person launch at relevant staff meetings
  - Design, facilitate and schedule Webinar(s) / Zoom launches
  - Design and manage communications regarding change and digital learning
  - Design and implement digital learning (training) calendar
  - Facilitate appropriate digital training for stakeholders

### Communication

- build and sustain positive relationships with staff, parents, students and other members of the College community



## Organisation

- manage their own workflow, in an efficient and effective manner
- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- actively contribute to a broad range of school activities and have flexibility to attend after-hours commitments when required
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected
- undertake all rostered duties

## Other Duties

- as directed by the Director of ICT

## Knowledge, Skills and Experience:

- actively support the College's mission, values and goals in all dealings with members of the school family and wider community
- ability to work independently and collaboratively as required
- calm under pressure
- familiar with ICT systems management in an educational setting
- knowledge of ITIL change and release management, highly regarded
- acts with integrity, responsibility and leadership
- strategic focus and view
- excellent communication skills, written and verbal
- aptitude to assess and manage competing priorities
- self-motivated and self directed, yet able to work in a team
- ability to work under pressure and to tight deadlines
- a warm, positive and considerate manner
- commitment to the continual upgrade of personal skills and qualifications

## Qualifications / Registrations / Certifications:

- Current Working with Children Check (Employee), essential
- Police Check, essential
- Relevant tertiary qualification and / or demonstrated experience in a similar role

## Key Relationships:

- ICT Team, Operational and Development
- All PLC Teachers and General Staff
- Executive Leadership
- People and Culture
- Development Office



## Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

### We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

### We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

### All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

## Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

### Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to



sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

**In attending to Child Safety all staff must:**

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

**Health, Safety and Wellbeing Commitment**

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

**In attending to Health, Safety and Wellbeing all staff must:**

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation



## Policy and Compliance Commitment

### Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

#### In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

**All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Mrs Cheryl Penberthy**

Principal

**December 2022**

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.*