ICT Database and Web Manager

Purpose
The role of the Database and Web Manager is to provide an exemplary level of management and administration of the College’s Digital Information Systems. These systems consist of web and SQL based School Management Systems and a family of Content Management Systems. Equally important in this role is to establish a strong rapport with members of the community and to offer a service which is high quality, reliable and in line with Lasallian values and operational principles. Success in this position requires initiative and commitment with the right candidate being rewarded with a positive work culture and opportunities for career progression and professional development.

Key Attributes
As a highly competent member of the ICT Services Team, you are:

- A driven self starter with a solid understanding of School Information Systems, Databases and CMS's.
- Committed to helping organisations achieve efficiency gains by the intelligent use of technology.
- A clear and articulate communicator, with an ability to adjust technical language to suit your audience.
- A systematical and analytical thinker with a passion for solving problems.
- Committed to growing your career and furthering skills through ongoing professional development.

Responsibilities

School Management Systems

- Manage and administer the College's School Information Systems, namely Sentral and Blackbaud.
- Play a key role in the re-evaluation of these systems leading into 2018.
- Liaise with external support regarding development requests and new projects.
- Engage with users of these products and deliver support training and offer solutions to challenges.
• Assist staff in report generations and data transfer into and out of other systems.
• Continually seek opportunities to drive efficiency gains for improved outcomes across all users of these systems.
• Develop and maintain documentation and user guides.

Web Platform Management

• Manage and administer the College’s Web platforms, including Public Website, Intranet and Content management platforms (Wordpress).
• Manage student Learning Management resources such as Google Apps and Hapara.
• Utilise the intelligence of these systems to improve business and educational outcomes.
• Liaise with stakeholders to ensure these systems are used in the most effective way
• Liaise with external consultants to manage larger projects.
• Engage with key staff in the pursuit of meaningful data analytics to track student progress.
• Deliver training and guidance to up-skill users.
• Offer support to Students and Parents.

Selection Criteria

• Previous experience in Database Administration or Systems Analysis.
• Experience in supporting websites with foundational HTML, PHP and CSS skills.
• Strong ability to systematically analyse and solve problems
• Strong technical ability across a broad range of technology.
• Ability to maintain detailed documentation and guides.
• High Level of communication skills and interpersonal skills (written and verbal)
• Excellent organisational skills and efficient time management.
• Proven ability to work unsupervised.
• Contribute to the development and maintenance of a safe and healthy work environment for all members of the College community

Qualifications and Experience

• 2+ years working in a Database Administration/Systems Analyst role or equivalent, preferably in a school environment.
• Tertiary degree in a computer related discipline completed or partially completed
• Experience in SQL administration
• Demonstrated HTML/PHP/CSS experience.
• ITIL Foundation (Desirable)