



Ballarat High School

POSITION DESCRIPTION

IT Manager, Digital Technologies and Transformation

TIME FRACTION	1.0 (38 hours/week)
CLASSIFICATION	ES Level 1, Range 4
JOB TITLE	IT Manager, Digital Technologies and Transformation
EMPLOYMENT PERIOD	23/11/2026 – Ongoing
JOB OPENING NO.	1546788
APPLY BY	20/10/2026

School Profile

Ballarat High School is a vibrant and inclusive government secondary school with a proud history dating back over a century. The school caters to approximately 1,500 students from Years 7 to 12 and offers a broad, challenging and future-focused curriculum designed to meet the diverse needs and interests of our students.

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner. At Ballarat High School, we are guided by the core values of Pride, Respect and Responsibility, which underpin all aspects of school life. These values shape a positive school culture where students are encouraged to strive for excellence, take ownership of their learning and behaviour, and contribute meaningfully to their community.

We are committed to evidence-based teaching, student wellbeing and the ongoing professional growth of our staff.

With strong community connections, modern facilities and a culture of high expectations, Ballarat High School provides a dynamic environment where all students are supported to thrive.

Role Description

The Manager, Digital Technologies and Transformation provides strategic leadership, governance and operational oversight of the school's technology environment, leading the transition from legacy school managed systems to Department managed services in line with the Department of Education's Technologies and ICT Services in Schools Policy and the Securing Connected Learners (SCL) Program. The role develops and delivers a multi year digital transformation roadmap that strengthens cyber security, improves compliance, modernises service delivery, supports teaching and learning and ensures full alignment with Department technology requirements by 2028. As the school's senior technology leader, the position bridges educational priorities, operational needs, governance obligations and technology delivery.

Under the Department of Education's Securing Connected Learners Program, all Victorian Government schools must transition to Department managed technologies by 2028. The program aims to improve:

- Child safety
- Cyber security
- Privacy compliance
- Technology standardisation
- Service reliability
- Cost effectiveness
- Risk management

This position will require attendance over the holiday period. A leave purchase arrangement will be available and discussed with the successful applicant and Principal, subject to Department of Education policy and applicable industrial arrangements.

Responsibilities

The following listed responsibilities are designed to be informative, but not exhaustive, as circumstances and requirements may change over time.

1. Strategic ICT Leadership and Transformation

Lead the development and delivery of the school's Digital Transformation Strategy and ICT Roadmap.

Responsibilities:

- Conduct ICT environment reviews and maturity assessments.
- Develop and manage a 3 to 5 year ICT Transformation Roadmap and annual implementation plans.
- Align technology initiatives with Department policy and SCL requirements.
- Lead migration from legacy infrastructure to Department supported platforms.
- Provide strategic advice, business cases and recommendations to school leadership.
- Identify technology opportunities that improve educational outcomes.
- Lead organisational change associated with digital transformation.

2. Cyber Security, Risk and Compliance

Establish and maintain a comprehensive cyber security and compliance framework.

Responsibilities:

- Maintain ICT risk and compliance registers.
- Lead cyber security assessments, remediation programs and incident management.
- Oversee identity, access management and MFA initiatives.
- Ensure compliance with privacy, information security, data protection and Child Safe Standards.
- Implement governance controls and technology risk reporting.
- Liaise with Department cyber security teams and external specialists.

3. Technology Governance and Architecture

Develop governance frameworks that support effective technology decision making and compliance.

Responsibilities:

- Maintain software, vendor and application governance processes, including approved software registers, reviews and lifecycle management.
- Ensure procurement activities align with Department requirements and licensing obligations.
- Establish technology standards, architecture principles and solution review processes.
- Ensure alignment with Department technology architecture and standards.

4. Modern Workplace and Cloud Transformation

Lead adoption and optimisation of Department provided digital services.

Responsibilities:

- Support migration to eduPass based identity services and improved access governance.
- Drive adoption and optimisation of Microsoft 365 services, including Teams, SharePoint, OneDrive, Outlook and Power Platform opportunities.
- Lead Intune implementation, device lifecycle management and endpoint security improvements.
- Support Department device programs, including Notebooks for School Staff.
- Review infrastructure dependencies and lead migration from on premises services to cloud based solutions.

5. ICT Service Management and Operations

Provide leadership and management of the school's ICT support services.

Responsibilities:

- Lead ICT support staff and service desk operations.
- Establish service standards, operating procedures and change management processes.
- Maintain ICT documentation and knowledge management practices.
- Manage asset lifecycle, vendor and contractor performance.
- Monitor and improve service performance and operational outcomes.

6. Educational Technology Leadership

Support the effective use of technology to improve teaching and learning outcomes.

Responsibilities:

- Collaborate with teaching teams on technology enabled learning initiatives.
- Evaluate emerging educational technologies.
- Build staff digital capability through training and support.
- Promote digital inclusion, accessibility and effective technology use.

7. Technical Environment Oversight

Provide strategic oversight of the school's technology environment, ensuring platforms are governed, supported, documented and progressively modernised.

Responsibilities:

- Oversee core infrastructure, cloud services, end user devices and school business systems.
- Ensure technology platforms align with Department standards, security requirements and operational needs.
- Maintain governance, lifecycle management and documentation for key technology environments.
- Identify opportunities to improve reliability, security and service delivery through modernisation initiatives.

Technology environments may include:

- Infrastructure and cloud services (e.g. Microsoft 365, Active Directory, servers, networking)
- Device management and endpoint platforms
- Teaching, learning and school administration systems
- Telecommunications, access control and operational technologies

Note: The role provides leadership, governance and oversight of these environments and is not expected to personally undertake all technical support or administration activities.

Knowledge and Skills

- Demonstrated specialist ICT knowledge across infrastructure, cyber security, governance and digital transformation.
- Ability to apply professional expertise to complex technical, operational and strategic challenges.
- Provides authoritative advice to school leadership.
- Interprets and implements Department policies, standards and technology requirements.

Direction

- Operates with a high degree of autonomy.
- Exercises judgement and discretion within broad organisational objectives.
- Leads complex technology projects and transformation programs.

Accountability

- Accountable for the delivery of major school wide ICT initiatives and transformation outcomes.
- Responsible for outcomes across multiple technology domains.
- Contributes to whole school strategic planning and decision making.

Supervision

- Leads ICT support staff and contractors.
- Coordinates specialist technical resources and external providers.
- Provides mentoring, coaching and professional guidance.

Key Selection Criteria

Applicants are requested to present a written response to the key selection criteria below:

1.0: Strategic Digital Transformation Leadership

Demonstrated experience leading complex ICT transformation programs, including technology roadmap development, organisational change, modern workplace initiatives and migration from legacy environments to contemporary cloud based services.

2.0: Cyber Security, Risk and Compliance

Demonstrated capacity to develop and implement cyber security frameworks, risk management processes and compliance programs in alignment with Department requirements, privacy obligations and industry best practice.

3.0: Technical Leadership and ICT Service Management

High level experience managing complex ICT environments including Microsoft 365, identity management, cloud services, device management, networking and enterprise infrastructure, together with responsibility for ICT service delivery and operational leadership.

4.0: Stakeholder Engagement and Communication

Highly developed interpersonal, consultation and communication skills with the ability to build productive relationships, influence decision making, lead change initiatives and communicate complex technical concepts to diverse audiences.

5.0: Educational Technology and Innovation

Demonstrated understanding of the role technology plays in supporting teaching, learning, student wellbeing, accessibility and inclusion.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at [Child Safe Standards: Policy | education.vic.gov.au](https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview)

DE Values

The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Diversity and Inclusion

The Department is committed to diversity and inclusion and developing a workforce that is representative of the community we service. We value diversity and inclusion in all forms – culture, gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of safe, respectful and inclusive workplaces is essential to high performance and promotes flexible work and diversity across all schools and Department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Disability and Reasonable Adjustments – Staff: Policy and Guidelines | VIC.GOV.AU | Policy and Advisory Library](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islander candidates from the Koorie Outcomes Division (KOD) via marrung@education.vic.gov.au.

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

Conditions of Employment

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>
- A current Working with Children Check.

Applications

Enquiries regarding the position can be directed to Ms Emma Busuttil 03 5338 9000.

Please ensure that your application includes:

- A resume including relevant experience as well as personal details (name, address, email and contact number)
- A section addressing the **key selection criteria** and the requirements for application under the *Who May Apply* section
- Names and contact numbers (telephone and email) of three referees who are able to attest to the claims made in your application.

Please note that the selection panel may seek additional referees beyond those you name. Consistent with policy, we shall advise you if we will take this action.

Applications should be submitted via School Jobs Vic (formally Recruitment Online)

<https://www.education.vic.gov.au/hrweb/careers/Pages/advacsSch.aspx> or a copy of your application can be emailed to Mrs Julie Pickering, Personnel Manager, julie.pickering@education.vic.gov.au marked Confidential, by 11.59pm on the closing date.



If you need help to understand the information in this Job Description, please contact Ballarat High School on (03) 5338 9000 or ballarat.hs@education.vic.gov.au