



Position Description

Program	Support Services
Position Title	IT Manager
Capacity	Permanent Part Time; working 48 weeks per year
Hours Per Week	Up to 30 hours per week
Reports to	Chief Operating Officer (COO)
Location	229 Macquarie Grove Road, Camden NSW 2570
Award	Award Free
Reviewed	July 2025

Context

Mater Dei is a multi-faceted organisation. We work with babies, children, young people and adults with an intellectual disability, in conjunction with their families and carers to provide innovative and contemporary education and therapy services.

Our organisation is made up of the following Programs (each with its own regulatory authority):

- [Mater Dei School](#), our coeducational setting for Kindergarten to Year 12 students and proud member of the community of 10 schools across Australia comprising Good Samaritan Education.
- [Mater Dei Early Childhood Education](#), which provides individualised early education programs for children from birth to 6 years of age as well as playgroups and a preschool.
- [NextPath Continuous Learning](#), our post-secondary school program which empowers Young adults to set self-determined goals in relation to educational, work and life skills and provides service via NDIS funding.
- [NextPath Assessment and Therapy](#) which provides allied health services to all ages and to school students in a range of disciplines including Occupational Therapy, Speech Pathology and Physiotherapy.

Mater Dei is a faith based organisation in the Good Samaritan, Benedictine tradition which values stewardship, mutuality, hospitality, humility, discernment, justice and peace.

Mater Dei also operates a Foundation with fundraising and donor relationship responsibilities and is a registered charity.

Purpose

The IT Manager is directly responsible to the COO for the performance of their duties. As the primary contact for all IT matters, they are responsible for ensuring Mater Dei has the technological systems, infrastructure and staff capacity to support Organisational growth and efficiency. The position is both hands-on and strategic as Mater Dei enters into a significant period of growth requiring digital transformation to support Mater Dei's growing IT requirements.

The IT Manager will provide leadership, technical expertise, operational management and strategic direction, working collaboratively across the Organisation to build and deliver a future-focused technology roadmap and enhanced staff capability. Mater Dei currently outsources its technology support to an external provider. This is expected to continue as a complementary solution until the new IT Manager assesses the best way forward for the Organisation. While a major focus for the IT Manager will be School Operations where Apple devices are used, the role supports the entire Organisation across Apple and Windows OS. As the sole employee focused on IT, empathy and understanding is required to support the diverse capabilities across the Organisation.

In addition to traditional IT functions, the IT Manager will actively support teaching and learning programs by working alongside classroom staff to increase the effective use of technology in educational practice. This includes the investigation, implementation, and ongoing support of assistive technologies that enhance access and engagement for students with disability. The IT Manager will play a key role in building teacher confidence and capability in using digital tools to enrich learning outcomes. This requirement will extend into our Continuous Learning, Assessment and Therapy services and Early Childhood programs.

Key Responsibilities

1. Provide strategic advice regarding technology opportunities, challenges and Industry developments that will enhance the delivery of the Mater Dei Programs and future direction.
2. Ensure all Information and Communications Technology systems and processes are user-friendly, integrated and work effectively to support the evolving needs of the organisation.
3. Develop staff knowledge, capability, and utilisation of technologies.
4. Build and maintain sound business relationships with external IT service providers and vendors, including supporting the negotiation of contracts and service agreements.
5. Triage day-to-day technology support and help-desk processes across the Organisation.
6. Oversee the rollout of business and educational software applications.
7. Ensure cyber security and back-up systems effectively protect the Organisation's information and that data security is maintained at all times.
8. Collaborate with external service providers to build and maintain the Organisation's website presence and intranet platforms.
9. Ensure all management systems are effectively implemented and that problems are resolved in a timely manner.

10. Oversee the purchase, maintenance, retirement and stocktake of IT and communications hardware with the successful implementation of an IT asset management plan.
11. Assist with the development of IT infrastructure projects that allow for the growth of the Organisation.
12. Other duties as designated by COO.

Key Criteria

- **IT Management and Operational Experience:** Minimum of five years' experience in an IT Manager or Senior Systems Administrator role, with a proven track record in both strategic planning and day-to-day IT operations across Apple and Windows environments.
- **Technical Expertise Across Platforms and Systems:** proficiency in Microsoft 365, SharePoint, Azure, networking, Apple OS, Google Workspace, and cloud-based systems, with the ability to support, maintain, and optimise systems to meet organisational needs.
- **Communication and Interpersonal Skills:** Demonstrated excellence in communication, with the ability to explain technical concepts clearly to non-technical users, particularly teaching staff and administration staff, and build positive relationships across diverse teams. The role requires empathy, patience, and understanding when supporting staff, students and participants in a dynamic and broad environment.
- **Educational and Assistive Technology Support:** Demonstrated experience working directly with educators to implement classroom technologies, including the ability to explain, deploy, and support assistive technologies that enhance access and learning outcomes for students with disability.
- **Project Implementation and Change Leadership:** Demonstrated experience in planning and delivering IT projects and managing associated change processes that improve staff capability, system integration and service delivery.

General Capabilities and Role Requirements

- Relevant tertiary qualifications or demonstrated equivalent relevant industry experience.
- The capacity to achieve challenging outcomes, successfully managing competing priorities.
- Ability to employ business partnering skills, with the ability to influence and challenge business decisions.
- Flexibility and willingness to perform additional duties, including support outside of normal business hours, as required
- Commitment to Mater Dei values and Good Samaritan Benedictine traditions.
- Current Working with Children Check Clearance and NDIS Worker Screening Check Clearance or be willing to obtain both Checks before commencement of employment.

Engagement in Mater Dei Life & Culture

1. Support the mission and purpose of Mater Dei and its Benedictine tradition by participating in organisational, social and religious events expected of all employees.

2. Contribute to creating a positive team working environment driven by collaboration, innovation and goodwill.
3. Attend Mater Dei meetings and functions relevant to role;

THIS POSITION DESCRIPTION MAY BE VARIED FROM TIME TO TIME AS REQUIRED

I, the undersigned, have read, understood and agree to the duties as contained in this position description.

Printed Name

Signature

Date