



# DIRECTOR OF TECHNOLOGY SERVICES

Applicant  
Information



# SOMERVILLE HOUSE

*Celebrating*  
**125 YEARS**  
*of Excellence*  
1899 - 2024





## OUR VISION

Educating girls to be fearless leaders  
of change, developing excellence,  
confidence and connection  
to their individual purpose.

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## CONTENTS

<b>Principal's Message</b>	<b>4</b>
<b>About Somerville House</b>	<b>5</b>
Our Values	5
Presbyterian and Methodist Schools Association (PMSA)	5
Our Priorities	5
<b>Position Purpose</b>	<b>6</b>
Term of Employment	6
<b>Key Responsibilities</b>	<b>7</b>
Strategic Planning	7
Communication	7
High Quality Systems	8
Financial Management	8
Resource Management	8
Reporting Line	8
<b>Skills, Abilities and Personal Attributes</b>	<b>9</b>
Education and Qualifications	9
<b>Application Process</b>	<b>10</b>



## PRINCIPAL'S MESSAGE

I am thrilled and honoured to commence as the 13th Principal of Somerville House in 2024. I am looking forward to meeting the Somerville House community, and connecting with students, staff and parents as well as the Foundation and Old Girls' Association as I settle into this new role.

2024 is a significant year as together we celebrate a school that has been growing strong young women for 125 years. I recognise the responsibility placed on my shoulders to carry on the legacy established by Miss Eliza Fewings, and so richly contributed to over the years by the 12 Principals who have led before me.

While treasuring this rich history, it is equally important that we ensure that Somerville House remains leading-edge and future-focused in our approach to leading and educating the young women of the future.

**Dr Sandra Hastie**  
Principal



## ABOUT SOMERVILLE HOUSE

Somerville House is a day and boarding school for girls established in 1899, providing exceptional education for students from Prep through to Year 12, with a co-educational offering in Pre-Prep. Somerville House students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the school community. Somerville House is a school of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

### Our Values

Our values of Courage, Compassion, Inclusion, Gratitude, Integrity and Respect, guide the way we interact with each other, which influences every aspect of school life. The Christian values of the PMSA: relationships, care, ethics, personal development, excellence and celebration, purposely combine with our school values, in an educative process on a daily basis.

### Presbyterian and Methodist Schools Association (PMSA)

All PMSA schools play an important role in educating and guiding young people with values for life. Founded on strong Christian values – relationships, care, ethics, personal development, excellence and celebration – Somerville House and other PMSA schools share these collective values. The four schools work collaboratively to share their knowledge and expertise to enhance the educational experience across all schools.

### Our Priorities

Our four areas of strategic priority set the direction across all operations of the School:

- Striving for academic success
- Sustaining personal growth
- Supporting service learning
- Serving as responsible custodians.

## POSITION PURPOSE

The Director of Technology Services, assists the Principal to develop a strategic approach to the operation of the School through Technology Services initiatives and support.

The role has particular emphasis on ensuring the technology systems meet the needs of the School whilst fostering meaningful, clear and concise communication across the School Community.

In this role, you will assume leadership responsibilities relating to all areas of the School's infrastructure and service portfolio, and consequently play an important role in the strategic planning, leadership and management of the School's technology.

The position of Director of Technology Services is an invited member of the Senior Leadership team with a range of responsibilities in the areas of:

- Strategic Planning
- Communication
- Development of high-quality systems
- Financial Management
- Resource Management

## Term of Employment

The Director of Technology Services is a full-time permanent appointment

This Position Description attempts to capture duties indicative of the day-to-day role of the Director of Technology Services. Given the dynamic nature of the School environment, the Principal reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.





## KEY RESPONSIBILITIES

### Strategic Planning

- strategic planning to ensure that technology is being used effectively to support and facilitate learning where appropriate.
- Implement the effective use of technology where appropriate in teaching and learning across the School, including investigating and facilitating appropriate professional development opportunities for staff.
- Oversight of the planning and implementation of the use of Technology Services in School Administration and business operations, working in consultation with the Principal.
- Interface of the technology operation of the School with parents, the wider school community and external stakeholders.
- Oversight for the provision of ICT infrastructure services including desktop applications, Local and/or Wide Area networks, Servers and Storage, Security and Telecommunications.
- Recommend, develop and administer policies and procedures to support the short and long term ICT requirements of the School.

### Communication

- establish and maintain channels of communication to enable the rapid identification of Technology Services opportunities and/or problems.
- maintain a communication presence with the School, such as Technology Services staff present at briefings and other meetings as required.
- develop plans and timelines so that the routine administrative work of the School and routine maintenance of IT equipment are managed in a timely and efficient manner.
- present information updates relevant to technology services at All Staff Meetings, New Staff Inductions, Student information sessions or other forums as required that is clear, concise and meaningful to the audience.
- use the laptop handbook regularly.

## High Quality Systems

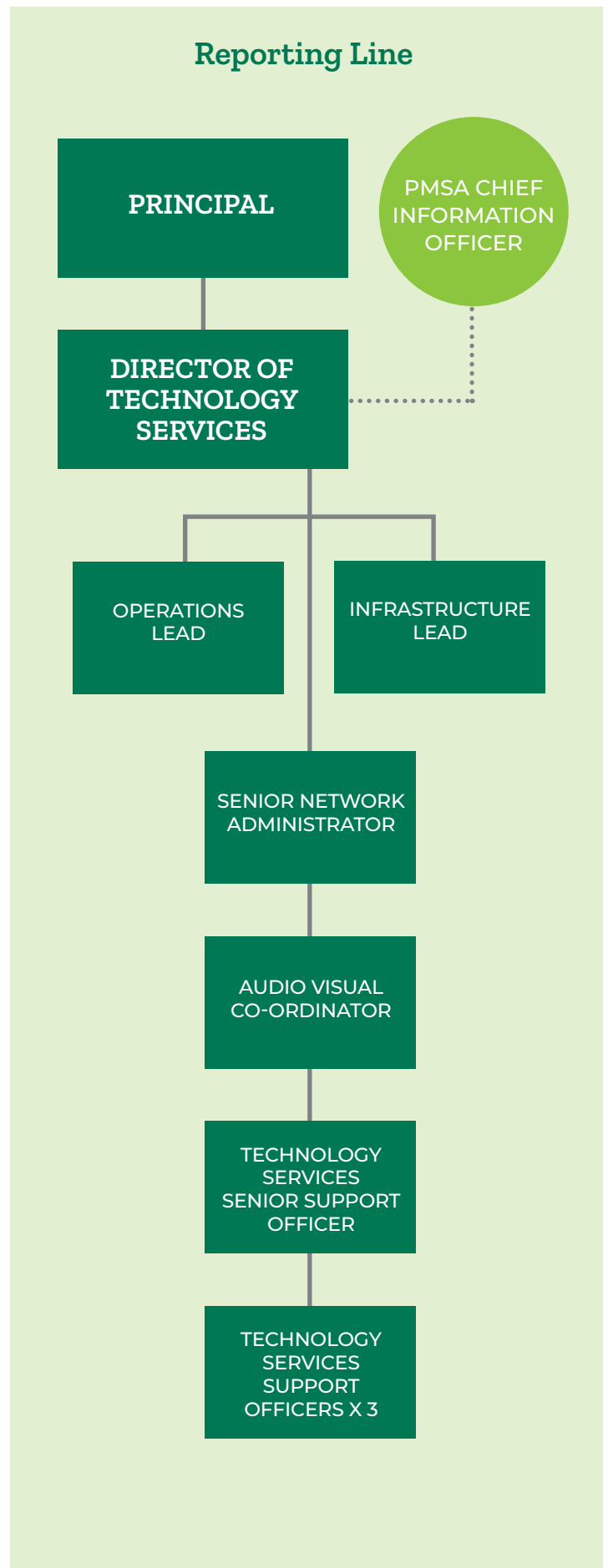
- supervise the development of high-quality systems within the School to ensure the efficient and effective management of the School.
- management of the databases within the School.
- management and planning of the internet and intranet
- timely and effective delivery of Technology Services and advice.
- maintenance and development of the School website.
- develop and implement operational plans to meet or exceed agreed Service Level expectations.

## Financial Management

- Budget for the Technology Services needs of the School in conjunction with the Business Manager and Principal.

## Resource Management

- Recruitment of appropriate staff.
- Manage the performance of Technology Services staff.
- Manage the professional development needs of all staff with regard to the use of technology.
- Deployment of Technology Services staff in ways that maximise the service and support to the School within reasonable budget constraints.







## SKILLS, ABILITIES AND PERSONAL ATTRIBUTES

- Understanding of the Education sector preferred.
- Proven experience in managing a Technology Services department, leading staff and building capacity.
- Extensive experience with stakeholder, vendor, service provider management.
- Knowledge of current and emerging technologies and how they impact a School environment.
- Demonstrated experience in Technology Services strategic planning, organization design and development.
- Proven interpersonal qualities and skills necessary for close cooperation with members of staff, parents, students and other members of the school community.
- Ability to effectively prioritise and execute tasks in a high-pressure environment to deliver a high level of client satisfaction
- High level of integrity, professionalism, confidentiality and attention to detail.
- A strong commitment to excellence in customer service and hands-on approach to service provision.
- Advanced communication skills, both written and oral and have the ability to adjust according to the audience.

### Education and Qualifications

- Bachelor Degree or higher in Information Technology or equivalent (combination of education, training and experience will be considered).
- Current Working with Children Blue Card (or the ability to attain).

# APPLICATION PROCESS

**CLOSING DATE:**  
**Friday 19 April, 2024**

For a confidential conversation, enquiries regarding the application process, please contact:

**TARYN MILLER**  
*Director of Human Resources*  
**E:** [tmiller@somerville.qld.edu.au](mailto:tmiller@somerville.qld.edu.au)  
**T:** 07 3033 9277  
**M:** 0400 018 012

Applications should be emailed to the Principal, Dr Sandra Hastie via  
**E:** [recruitment@somerville.qld.edu.au](mailto:recruitment@somerville.qld.edu.au)

Your application should be submitted as ONE PDF document consisting of:

- a covering letter responding to the Key Areas of Responsibility
- Curriculum Vitae which includes names and contact details of three professional referees to whom you have reported

## **APPLICATIONS WILL BE ASSESSED AS RECEIVED.**

Somerville House reserves the right to interview and appoint prior to the closing date.

This Application Pack attempts to capture duties indicative of the day-to-day role of the Head of Department. Given the dynamic nature of the School environment, the Principal reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

## **Additional Readings**

**Website:**  
[www.somerville.qld.edu.au](http://www.somerville.qld.edu.au)

**Facebook:**  
[www.facebook.com/SomervilleHouse/](http://www.facebook.com/SomervilleHouse/)



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