INTRODUCTION
Brisbane Girls Grammar School is a leading educational institution for young women in Australia. Established in 1875, it is one of the original Grammar Schools in Queensland and as such enjoys an outstanding reputation combined with a proud tradition of women's achievements. The School is a leader in providing educational services and this key position will add value to the way this strong market position is achieved.

Reporting to the Director of ICT, this position is primarily responsible for designing, developing, administering and maintaining the School’s information and web systems including the School Intranet Portal (SharePoint), Learning Management System (Moodle) and Internal Web Sites.

DUTIES and RESPONSIBILITIES
- Maintaining, administrating and optimising all sections of the SharePoint based GrammarNet Intranet Site.
  - Managing and updating of content including updating documents, formatting page layouts and updating pages.
  - Training of staff and supporting staff to maintain their own areas.
- Maintaining, administrating and optimising the Moodle Learning Management System.
  - Managing and updating of content including updating documents, formatting page layouts and updating pages.
  - Training of staff and supporting staff to maintain their own areas.
- Researching, developing and implementing information systems to meet the School’s administrative and curriculum requirements.
- Project management of system implementations and upgrades.
- Ensuring the needs of internal clients are met by the School’s information systems including for example maintaining permissions, creating new websites, implementing new functionality and features.
- Implementing electronic work flows based on existing manual processes.
- Identifying emerging trends, risks and opportunities that could impact on the School’s information systems.
- Identifying and implementing new and innovative information systems and functionality to existing systems.
- Assisting with other ICT helpdesk requests as required.
ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification or experience in IT, multimedia or associated disciplines.
- Confidence in HTML, CSS, Photoshop.
- SharePoint and Moodle experience an advantage.
- Web administration experience in an education environment would be highly regarded.
- Understanding of PHP, ASP, Javascript and embedding interactive media.
- High level communication skills.
- Ability to work independently.
- Ability to liaise with a wide range of stakeholders.
- Demonstrated capacity to provide high level services to clients and/or colleagues
- Ability to develop initiatives, problem solve and present professional work outcomes
- Effective time management skills