

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	IS Digital Enablement Analyst
Classification	TCSO Level 8
Agreement	Toowoomba Catholic Schools Office Enterprise Agreement 2024 – 2027
Reports to	Manager IS Applications and Business Intelligence

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The IS Digital Enablement Analyst plays a significant role in facilitating the successful adoption and ongoing success of approved Toowoomba Catholic Schools (TCS) digital solutions. This will be achieved by leveraging a deep understanding of business needs to facilitate the adoption of existing and emerging technologies across various settings within the diocese. The Digital Enablement Analyst will form and maintain cross functional working groups and communities of practice that are aligned to the TCS approved software catalogue. These groups will help to build a shared understanding and practice around solutions adoption. They will identify opportunities for improvement, operational efficiencies, enhancement of digital capability and an increase in customer satisfaction.

The role collaborates with working groups, schools/colleges, and office staff within TCS to enhance the understanding and use of modern information systems that form part of the TCS IS approved application portfolio.

Key duties and responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below.

- 1. Provide strategic advice to relevant stakeholders to ensure that enterprise systems are adopted and used effectively.**
 - Perform gap analysis to identify skill gaps or impediments for staff to adopt and get the most from enterprise applications.
 - Redesign existing practices to introduce efficiencies within the current product catalogue.
 - Provide insight on emerging technologies, artificial intelligence, analytics and automation, identifying opportunities to improve organisational efficiency, strengthen evidence-based decision-making and support innovation across TCS.
 - Support the development, implementation and evaluation of school eLearning Plans to ensure alignment with strategic priorities and the successful achievement of identified goals and improvement initiatives.

We value



Dignity



Potential



Life

2. **Develop and implement change management strategies to encourage the adoption of approved technologies**
 - Identify key stakeholders involved in the adoption process with a view to forming, organising and leading working groups and communities of practice.
 - Clearly define the objectives of enhancing current or introducing new digital products with a view to identifying the benefits of the change, improved practice, increased efficiency, cost saving, and enhanced collaboration.
3. **Manage the design, development and delivery of a range of digital professional learning resources to support staff across TCS to further understand and use information systems and modern applications**
 - Collaborating with the learning capability and culture team to ensure that the catalogue of support and training material is maintained and that it is up to date with emerging technologies and best practice delivery methods.
 - Design and deliver engaging professional learning programs, workshops and resources that increase digital literacy, data literacy, AI capability and effective adoption of enterprise technologies.
4. **Provide guidance in relation to training needs analysis and the development of training material within system implementations**
 - Customise training content to meet specific school requirements and business processes based on consultation with stakeholders.
 - Guide staff in the best practise to determine and produce appropriate professional learning
 - Review learning material in use across systems to ensure consistency, relevancy and quality against industry best practise and research.
 - Coach and support teaching and non-teaching staff in the effective, ethical and responsible use of artificial intelligence, data and digital technologies to improve productivity, collaboration, decision-making and learning outcomes.
5. **Provide consultative support and recommendations to relevant stakeholders in AI, Data Literacy and Digital Capability**
 - Support the manager to develop and implement initiatives that build staff capability in the effective, ethical and responsible use of artificial intelligence, data and digital technologies, supporting improved teaching, learning, administration and organisational outcomes.
 - Design and deliver professional learning programs, resources and coaching that enhance AI literacy, data literacy and digital capability, enabling staff to confidently adopt and utilise enterprise systems, analytics platforms and emerging technologies.
 - Collaborate with stakeholders to promote best practice in AI governance, data-informed improvement and digital adoption, ensuring alignment with TCS policies, privacy requirements, responsible use principles and strategic priorities.

About you

To achieve in this role, you will be required to demonstrate the following.

Eligibility criteria

Essential

We value



Dignity



Potential



Life

- tertiary qualification at Bachelor level in education, or Information Technology or a minimum of 5 years' experience in a similar role
- experience in a school or education environment is highly regarded.
- a strong understanding of various digital tools and technologies, such as the Microsoft suite of M365 products, Learning Management Systems, Artificial Intelligence, Data Literacy, Student Information Systems and content creation tools within an education environment
- a current class C drivers' license and the willingness to travel, as required
- current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000

Desirable

- organisational change management qualifications
- project management qualifications or experience
- experience of ITIL Service Management principles
- experience training or coaching others in modern enterprise applications and information systems
- experience working in a primary or secondary educational setting

Key success criteria

- demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- demonstrated history of continuously monitoring the digital landscape, staying up to date with current and emerging technologies, and proactively seeking opportunities for improvement
- excellent communication, interpersonal and influencing skills to effectively collaborate with cross-functional teams, working groups and communities of practice
- change management expertise to facilitate the successful adoption of digital platforms
- data driven mindset, with the ability to identify trends that will influence future service development
- proficiency in creating training collateral and delivering training in virtual and face-to-face professional development sessions

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.