

POSITION TITLE:	Information Services & Resource Officer
REPORTS TO:	The Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015-2019</i> (Available at www.cns.catholic.edu.au) School Officer Level 4
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to *offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

PURPOSE OF THE ROLE

The role of the Information Services & Resource Officer focuses on the operational and technical aspects of library and information services. This person will collaborate with team members in the effective management of the College's curriculum resources and library spaces. They will be involved in the operation and maintenance of systems that support acquisition, organisation and day to day management of library and information services (Oliver or a similar system), resources and client access to information.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

- Assist Teacher Librarians in the daily management of the libraries
- Support students and staff in using library resources, IT applications and equipment
- Prepare resources (including AV) for circulation through cataloguing and processing
- Manage resources and equipment through repairs, culling and stocktake

Cataloguing

- Undertake accessioning of learning resources acquired by the school, including periodicals and equipment.
- Preparing descriptive cataloguing entries on advice of specialist teaching staff (e.g. Curriculum Support, ESL, Learning Support Teacher, and APRE) for selected library materials.
- Assigning extra subject headings in consultation with specialist staff to selected materials to assist with location and associated curriculum reference
- Undertake covering and labelling of learning resources acquired by the school.
- Perform stock takes and culls periodically.

Maintaining the Collection

- Identify damaged resources and undertake repairs if possible.
- Manage efficiency of cataloguing databases including deleting records of material selected for disposal by delegated supervisors.
- Participate in the evaluation and selecting of equipment and supplies.
- Maintain and curate ClickView for Learn Paths in Oliver, ensuring items suitable for staff and students.

User Services

- Respond to enquiries from students, staff, parents about day to day routine operations of library.
- Assist in the supervision and training of library staff members in facets of processing and cataloguing.
- Process circulation transactions such as issues and returns.
- Provide assistance with location of resources for students, staff and parents.
- Explaining library rules and procedures to users.
- Assist in managing the booking of library spaces.
- Maintain a booking system for equipment use (AndIE – Schoolbox LMS) and organise repairs.
- Assist in the supervision of students in the Library before school, lunchtimes and after school.
- Maintain appropriate behaviours when engaging with children.

Maintaining circulating systems

- Ensuring return of all equipment and resources borrowed from library.
- Address any issues in accordance with established routines and procedures and in consultation with Principal and/or Head of Library and Information Services and/or Teacher Librarian.

Maintaining & Promoting the Library Environment

- Setting up library displays and exhibits under supervision and in response to school/ classroom curriculum and extra-curricular initiatives.
- Assisting in the planning of library displays with classroom teachers and Teacher Librarian e.g. suggesting areas of the library that may be under-utilized that could be promoted e.g. parts of non-fiction collection.
- Assist with fund raising events e.g. Book Fair, Art Expo etc under direction of Principal or Teacher Librarian.

Additional responsibilities

- Review and update procedures in consultation with teacher librarian as required.
- Manage interlibrary loans from other school libraries, public libraries (local and state) and JCU library.
- Attend staff meetings and briefings.

GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Facilitate the prevention of child harm by recognising and responding appropriately
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Promote child safety at all times
- Have the ability to comply with the Chief Health Officer's COVID 19 Vaccination directive
- Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland



ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____