



Guilford  
Young  
College  
Celebrating 25 years

# **Academic Research Leader**

Full time, ongoing

## **Application Package for Applicants**

Applications Close:  
Friday 5 March 2021 at 4.00pm

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administrated by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

[www.catholic.tas.edu.au](http://www.catholic.tas.edu.au)  
[www.gyc.tas.edu.au](http://www.gyc.tas.edu.au)

# Application for Employment

<b>Position:</b>	<i>Please select role/s</i>
<input type="checkbox"/>	Academic Research Leader

Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

**Educational Qualification** – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		

**Referees**

Please provide the names of three referees who are able to comment on your recent work experience and skills.

Name			
Postal Address			
Phone Number			
Email Address			
Name			
Postal Address			
Phone Number			
Email Address			
Name			
Postal Address			
Phone Number			
Email Address			

Signature		date
-----------	--	------

<b>Role title:</b>	Academic Research Leader
<b>Classification:</b>	Business Services Level 6
<b>FTE:</b>	1.0 FTE (non-teaching)
<b>Is responsible to:</b>	Director of E-Learning & Information Systems and Directors of Pedagogy
<b>Responsible for:</b>	Academic Resource Centre Assistants
<b>Key relationships:</b>	Principal, Director of E-Learning & Information Systems, Curriculum and Pedagogy Team, staff, students, parents, CET staff, association colleges
<b>Key Responsibilities:</b>	Management of the Academic Resource Centre LMS support Teacher professional learning TCE support Academic Research Leader

## **ROLE ACCOUNTABILITY**

The Academic Research Leader is accountable for the provision of information and services that support teaching and academic research in the College. Their role is pivotal to assist the delivery of high-quality education and access to online and physical resources for the students in our College. The Academic Research Leader is in a unique position to design and deliver effective collaborative library and information services.

The Academic Research Leader will work with Academic Resource Centre Assistants to encourage teaching staff, students and the wider community to contribute to the building of relevant Academic Resource Centre collections and information databases. The Academic Research Leader will be located across both Hobart and Glenorchy campuses, but has a responsibility to communicate with their colleagues state-wide.

The Academic Research Leader is also accountable in people management and communication and, working in collaboration with the Curriculum and Pedagogy Team, provides workshops for the teaching staff and students with a focus on Study Skills, Academic Research and E-Learning. The Academic Resource Centre's priority is to support teaching, and student and staff research in the College and to develop relevant resource collections. The Academic Research Leader provides a regular point of contact and can ensure the College's needs are met.

Within the role the Academic Research Leader supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the College community to support students to achieve optimal learning outcomes.

## **ORGANISATIONAL REQUIREMENTS**

As an employee in Catholic Education Tasmania:

- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

## **KEY RESULT AREAS**

### **Educational Leadership**

- Facilitate subject teachers in the development of resources for classroom and online learning.
- Liaise with faculties to develop strategies and programs for the Academic Resource Centre to best support teaching and learning
- Increase promotion and use of resources, by promoting and supporting use of resource lists, databases, Learning Management Systems and through the development of curriculum requirements
- Provide positive personalised relationships for all students while engaging them in rigorous and relevant learning
- Develop, implement, and maintain the delivery of quality online information services.

### **Academic Resource Centre Management**

- Provide individual enquiry services support to staff and students with the use of resources
- Communicate with Academic Resource Centre users through a variety of channels, including workshops
- Provide a stimulating, positive and helpful environment that is a focal point and showcase for students' learning achievements
- Undertake data-driven evaluation of new and existing collections to ensure their effectiveness and inform future procurement decisions
- Monitor and take steps to enhance user satisfaction and customer service
- Evaluate the effectiveness of services and contribute to their development and promotion
- Manage the acquisition, processing, circulation, and maintenance of physical and online resources for the Academic Resource Centre collection
- Coordinate centralised policy documents and College-wide processes
- Manage projects within the Academic Resource Centre and coordinate the activities of other Academic Resource Centre staff to extend access to resources, e.g., through provision of a digitisation service
- Design, implement and promote initiatives that increase the use of the Academic Resource Centre after school hours for students, as both a quiet and collaborative area for study
- Manage the Academic Resource Centre budget and monitor expenditure
- Plan and organise workflow to accomplish established objectives.

### **Professional Learning**

- Provide support to staff and students to conduct academic research, academic referencing, copyright, and study skills, delivered both individually and through group workshops / training
- Support staff in researching best educational practice in teaching and learning
- Represent the Academic Resource Centre in College working groups and external collaborations and projects
- Facilitate staff professional learning and providing training for other Academic Resource Centre staff
- Provide Academic Resource Centre induction for new staff and students
- Manage the Academic Resource Centre community engagement activities and visit days
- Communicate current educational issues relevant to information literacy, through networking and membership with professional associations.

### **E-Learning**

- Research, Identify and respond to the resource requirements for association colleges and for remote learning provision, including negotiating software licence terms
- Manage copyright obligations of the College
- Induct and train staff and students in the use of Learning Management Systems to support teaching and learning outcomes.

- Research and model an understanding and knowledge of best practice use of technology in education, ensuring any technology use supports pedagogy
- Work with teachers to appropriately utilise Learning Management Systems to support teaching programs, assessments, and resources so that the needs of all students are met.

### **Manage and develop ARC team**

- Line manage team members, including coaching for high performance
- Assist with the recruitment and selection of staff when required
- Understand and manage change effectively
- Support team members to resolve conflicts in a constructive manner, escalating issues appropriately where they exceed the scope of the role
- Lead meetings as required
- Maintain a positive attitude towards new and different ideas and approaches
- Attend, as required, meetings as convened by management or senior staff
- Actively participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice
- Seek and apply constructive feedback from line manager to improve knowledge and practice.

### **Safety and compliance**

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace;
  - contribute to safe systems of work; and
  - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.

### **Religious Accreditation**

- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines, and applicable laws.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.

## **EVIDENTIARY REQUIREMENTS**

### **Essential**

- Relevant tertiary qualification
- Relevant liaison experience with an academic community
- Valid Working with Vulnerable People Registration

### **Desirable**

- Significant experience or expertise in academic research and library / information services
- Post-graduate qualification which qualifies for Associate (Professional) membership of the Australian Library and Information Association
- Understanding and experience in strategic and operational planning, risk management and compliance
- Current first aid qualification
- Current Tasmanian vehicle drivers license.

## **Capabilities and Personal Attributes**

- Proven ability to develop, deliver and evaluate digital literacy programs and professional development learning activities for staff and Academic Resource Centre colleagues
- Ability to provide expert information assistance to enhance cloud and campus learning experiences.
- Knowledge of and experience in using a variety of adaptive technologies for the development of e-learning materials and their applications in senior secondary and academic libraries
- Knowledge of Learning Management Systems in the context of senior education
- Demonstrated knowledge of trends in library and information services, scholarly communication, and publishing trends in an educational and research environment
- Capacity to liaise with and develop effective relationships with a range of clients
- Demonstrated ability to work independently but also collaboratively with local, cross-campus and multi-disciplinary teams
- Demonstrated knowledge of contemporary national research policy, copyright, and programs in senior education
- Demonstrated knowledge of new publishing models and contemporary information resources development and their impact in an academic library environment
- Demonstrated excellent verbal, written and interpersonal communication skills
- Demonstrated ability to manage staff and provide professional learning opportunities
- Self-motivation, initiative, innovation, and the ability to respond to changing priorities in a dynamic work environment
- Creative thinker who can lead the Academic Resource Centre into the future, based on contemporary educational research, theory, and practice.

## **ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS**

The role is in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The Academic Research Leader will use a variety of information and communication technology, office equipment and resources. Some intrastate travel may be required. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

## **DISCLAIMER**

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

## Additional Position Information

<b>Start Date:</b>	Wednesday 21 April 2021
<b>Tenure:</b>	Ongoing 1 FTE 6-month Probation Period
<b>Location:</b>	Guilford Young College (Barrack Street Hobart and Bowden Street Glenorchy Campuses)
<b>Hours of Work:</b>	8:30am - 4:51pm: Monday to Friday with a 45-minute lunchbreak
<b>Employment Conditions:</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
<b>Remuneration:</b>	Salary Range: Business Services, Level 6 \$92,742 p.a. (neg) – plus 9.5% superannuation

## Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
  - A cover letter of introduction stating the reasons you are seeking the position
  - A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
  - Succinctly addressed the Key Result Areas (KRAs) and Personal Capabilities in the Role Description
- Hint: when addressing the KRAs describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm Friday 5 March 2021 to [anutting@gyc.tas.edu.au](mailto:anutting@gyc.tas.edu.au).

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.

If you have any further queries regarding your application, please do not hesitate to contact Mrs Anita Nutting on (03) 6238 4357 or [anutting@gyc.tas.edu.au](mailto:anutting@gyc.tas.edu.au).