

# **Academic Resource Centre Assistant**

**Ongoing (.846 FTE)**

**Application Package for Applicants**

Applications Close:  
3 February 2024 at 4:00pm

If you have any further queries regarding your application please do not hesitate to contact Dr Demelza Hall, Academic Resource Centre Leader at [dhall@gyc.tas.edu.au](mailto:dhall@gyc.tas.edu.au)

## 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 Resource Centre Assistant ( FTE .85)

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 Resource Centre Assistant
<b>Classification:</b>	Library Level 3
<b>FTE:</b>	.846 FTE, 40 week equivalent each year plus 4 weeks paid annual leave
<b>Is responsible to:</b>	Academic Research Leader
<b>Key relationships:</b>	Teachers, College / TCEO staff, students, parents, volunteers

---

## **ROLE ACCOUNTABILITY**

The Academic Resource Centre Assistant is accountable for the effective delivery of quality resource and information services support for students and staff.

Within the role the Academic Resource Centre Assistant supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the College community to support students to achieve enhanced learning outcomes. The Academic Resource Centre Assistants will work with the Academic Research Leader 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 Resource Centre Assistant is responsible to and will work under the general supervision of the Academic Research Leader and usually works in the Academic Resource Centre (ARC) at either the Hobart or Glenorchy Campus.

## **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**

### **Assisting staff and students**

- Respond to student and staff information service needs and suggest appropriate physical and online resources for learning or recreational purposes.
- Proactively assist students and staff with the access and retrieval of physical and online information resources relevant to learning or for recreation.
- Provide support and as required, demonstrate, to individuals or groups of students and staff, sometimes in a classroom environment, how to access databases and other services, for learning or recreational purposes.
- Provide assistance to students and staff regarding the College's academic referencing and copyright standards.
- Coordinate the loan and repair of physical resources, including ICT equipment and provide instructions and support for use.
- Assist students with the safe, responsible and ethical use of relevant ICT.
- Undertake the routine ordering of administrative equipment and materials following standard procedures.
- Liaise to classroom teachers or senior ARC staff any difficulties, concerns and successes experienced by students.

- Assist students with challenging student behaviour in accordance with organisational policy and guidelines.
- Support staff and students in accessing electronic resources for learning, including supporting use of the Learning Management System

### **Academic Resource Centre operations**

- Maintain Academic Resource Centre catalogues in accordance with procedures.
- Support the Academic Research Leader in implementing special projects, including workshops and community engagement days.
- Assist with the acquisition, processing, circulation and maintenance of physical and electronic resources for the Academic Resource Centre collection.
- Ensure that physical resources are accurately sorted and shelved in a safe and timely manner.
- Demonstrate strong administration and clerical acumen, alongside a high attention for detail in executing all tasks.
- Assist with routine audits, stocktaking and culling of resources, including physical, electronic and ICT resources.
- Assist with the recording and access of audio and visual information relevant to the College's learning program.
- Arrange general and special interest materials and displays that promote ARC services and resources.
- Support the Academic Research Leader in extending access to resources, e.g. through provision of a digitisation service.

### **Create a quality customer experience**

- Provide a friendly and welcoming customer service support, as first point of contact for staff, parents, students and visitors using the Academic Resource Centre.
- Resolve routine information service requests for students and staff and escalate where appropriate.
- Identify and escalate complex matters in a timely manner.
- Respect and protect staff, student and family privacy and confidentiality.
- Assist in promoting a positive image of the College in all interactions.
- Ensure the Academic Resource Centre is kept tidy and that notices or displays are relevant and accessible.

### **Team effectiveness and collaboration**

- Support and assist teaching and leadership teams to deliver effective student outcomes.
- Develop positive relationships and work collaboratively with colleagues and other members of the College community to enhance student outcomes.
- Maintain constructive and professional behaviour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and senior staff.

### **Personal effectiveness**

- Demonstrate integrity and meet the standards of conduct expected.
- Actively participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Actively participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from line manager to improve knowledge and practice.

## **Resources and organisation**

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records and databases.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use College property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

## **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.
- Contribute to a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- 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.

## **Personal Capabilities**

- Committed to supporting student outcomes through a service orientation.
- Passion for reading and improving student literacy.
- Relate to students with varying needs.
- Interact appropriately with colleagues, students and parents for different purposes and in different contexts.
- Establish and maintain collaborative working relationships.
- Apply literacy, numeracy and reasoning skills to effectively undertake role.
- Perform effectively in environments with competing demands.
- Exercise judgment and discretion in undertaking duties.
- Use initiative to resolve problems and conflicts in a constructive manner.
- Demonstrated professional integrity.

## **Evidentiary Requirements**

### **Essential**

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)

### **Desirable**

- Advanced Diploma Library and Information Services or equivalent
- Certificate III or above in a relevant field or discipline (eg Education Support or Admin)
- Education sector experience
- Current first aid qualification
- Knowledge of manual handling practices

## ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The Academic Resource Centre Assistant role is located in a busy, open area 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 Resource Centre Assistant uses a variety of information and communication technology, office equipment and resources. 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.

## Additional Position Information

<b>Start Date:</b>	As soon as possible
<b>Tenure:</b>	Ongoing .846 FTE, 40 week equivalent each year plus 4 weeks paid annual leave 6 month Probation Period
<b>Location:</b>	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
<b>Hours of Work:</b>	Commencing at 37.5 hours per week 8.00am to 4.15pm, 40 weeks of the year (predominantly, but not limited to, Term time)
<b>Employment Conditions:</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
<b>Remuneration:</b>	Salary Range: Classified at Library, Level 3 \$70,522 - pro rata to FTE – plus 11% 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 Ms Jo Legosz, Principal, Guilford Young College and forwarded electronically by 4.00pm 3 February 2024 to [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au)

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