



## Iona College Geelong Role Description

### Resource Centre Assistant – Library, IT, Careers, Student Services

#### Context

Iona College Geelong is a Catholic Co-educational College located in Charlemont (15-minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (10 minute drive from Torquay).

The College has been founded under the Governance of the Archbishop of Melbourne who has delegated Canonical responsibilities.

Iona College Geelong invites suitably qualified and experienced individuals looking for an exciting career challenge by becoming part of our Staff, commencing this particular position at the beginning of the 2023 school year (late January 2023).

Iona College Geelong has a long-term projected student enrolment of 1,500 students. In 2023, the College will have students from year 7 – 10 and an enrolment of around 860 students.

Further information on the College can be found at: [www.iona.vic.edu.au](http://www.iona.vic.edu.au).

In 2023, the College will be opening a Resource Centre which will contain the Library, IT, and Careers services of the College.

<b>Position:</b>	<b>Resource Centre Assistant</b>	
<b>Remuneration Scale:</b>	TBC	
<b>Full Time Equivalent:</b>	1.0 FTE	8am – 4pm, Mon - Fri
<b>Reports to:</b>	Foundation Principal via the Resource Centre Manager	
<b>Position Summary-</b>  All members of the Resource Centre staff are involved in a range of activities within this space, notwithstanding particular areas of responsibility and expertise.		

Duties are varied and include general help within the library area, work associated with the issue and return of learning resources, using a computerised system, shelf ordering, re-shelving, filing, answering enquiries at an appropriate level and assisting in the processing of library resources.

This position requires robust organisational skills, a keen eye for detail and the capacity to carry out tasks efficiently and accurately. Equally important is the ability to work well both independently and as part of a team. It is expected that you will establish and maintain positive relationships with colleagues and the broader school community.

### **Statement of Duties-**

Key responsibilities of the role will include:

#### Library Circulation duties:

- operates the circulation system (issues and returns) and compiles circulation records
- re-shelves and maintains correct order of returned materials
- completes regular shelf-checks
- processes orders for reserve books and ensures reserve system operating efficiently
- assists with maintaining a tidy, welcoming and attractive library environment including tidying shelves, dusting, maintaining pot plants, keeping work spaces (including circ desk and work room) neat and clean, maintaining displays)

#### Library software applications:

- assists with the management and development of the College library software applications including:
  - o circulation and borrower setup to ensure circulation and borrower records are up-to-date
  - o establish and maintain an accurate record of periodical resources
  - o customised report writing and stocktaking
  - o staff inquiries
  - o system troubleshooting

#### User assistance:

- responds to customers' inquiries in person, the telephone and via the intranet, determining which to answer and which to refer
- supervises small groups of students in retrieving materials, finding information or other activities
- assists teachers and students to acquire independence and resourcefulness to locate and use appropriate resources (information literacy)
- assists students and staff with reference enquiries and the use of ICT (including data bases) to locate information
- explains location and arrangement of resources to students and staff
- promotes magazines and newspapers to staff and students
- assists students and staff in utilizing and operating library equipment
- assists students and staff in assembling resources for classroom use
- assists students and staff to select resources for recreation

#### Resource Centre promotion:

- assists with Resource Centre's promotional activities (e.g. displays, Book Week activities, competitions)
- prepares displays and reading lists from preselected items

#### **Resource management:**

- assists in inventorying (stocktaking) materials and equipment
- assists with weeding programme
- assists in all phases of materials processing: classifying, accessioning, processing and copy cataloguing (SCIS) new resources in accordance with Procedures Manual
- assists with catalogue housekeeping
- manages incoming magazines
- prepares current newspapers for shelving and maintains collection of back-dated issues;
- repairs print and non-print materials
- repairs, processes and stores class sets
- prepares reports as directed
- ensures the photocopier/printer is supplied with paper as necessary
- maintains supply of photocopier charge cards
- laminates documents when required
- maintains library stationery supplies

#### **Personal Attributes**

- support of the Vision and Mission of Iona College Geelong as a Catholic College
- loyalty, trustworthiness, dependability and reliability
- given the nature of the establishment of a new College - flexibility, patience and resilience will be key personal attributes particularly in stressful situations
- compassion, objectivity and clarity when handling difficult situation
- high-level collaboration skills and accepting accountability when making decision
- ability to seek support and clarification including when handling sensitive situations and information
- enthusiasm about working with young people in an educational setting
- openness to learning in all situations
- ability to adapt skills over time
- engage in ongoing relevant professional development
- the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information
- first aid competence demonstrating the skills and knowledge required to provide first response and sick bay support
- the appropriate referrals to the offices of the Principal, the Business Manager, Administration staff, members of the Leadership Team or other teaching or non-teaching staff

#### **Skills & Capabilities**

- Show the capacity to provide leadership that is characterised by a desire for continuous improvement
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College
- The capacity to multi-task and pay close attention to detail in a timely and responsive manner

- The capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary
- Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others
- Willingness to undertake all roles associated with the management of the College with the knowledge that additional support will be provided as the College grows
- Have the ability to work effectively as a team member
- Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, database management and any online applications used at the College
- Demonstrate a commitment to ongoing Professional Learning
- Exemplary service focus demonstrating:
  - o excellent communication, verbal and listening skills
  - o the capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary
- Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact
- Knowledge and ability to use Microsoft applications
- Ability to work autonomously
- The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the student services of the College

<b>Background &amp; Qualifications</b>	Experience as a Compliance Officer in an educational setting
<b>Other Requirements</b>	Valid Working with Children Card Current First Aid Certificate
<b>Contract and Conditions</b>	Employment: Ongoing Conditions: Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Timeline</b>	N/A
<b>Authorised by: DAMIAN MCKEW- PRINCIPAL</b>	
<b>DATE: AUGUST 2022</b>	