



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*

## **Catholic Education Services, Cairns**

### **Resource Centre Assistant**

**Full Time Permanent Position  
38 Hours Per Week  
Commencing: 1 July 2019**

**Applications Close: 5.00pm, Monday 20 May 2019**

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be fully committed to creating and maintaining a child safe organisation;
- Be eligible for or hold a Working with Children Blue Card.

Catholic Education Services is an equal opportunity employer.



## 1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

## 2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

## 3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

## 4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
  - Working with Children Blue Card
  - Professional Membership

### QUICK TIP

Current employees are not required to provide supporting documentation.

## 5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

### QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

**Submit To:** Ms Diane Street  
Administration Officer - Learning & Teaching  
Catholic Education Services, Cairns  
Ph: (07) 4050 9700  
Email: [dstreet@cns.catholic.edu.au](mailto:dstreet@cns.catholic.edu.au)

You will receive confirmation of receipt of your application.

# Employment Application Form

Position Applied For:

## PERSONAL PARTICULARS

Title:                      Mr                      Mrs                      Ms                      Miss                      Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS:      AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

## REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, **safe guarding children**, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

### Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

## EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

## WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au)

## EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

**Catholic Education has zero tolerance for abuse.** All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on Employment / Agreements, Schedules & Awards.

## EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

## DECLARATION

*If submitting electronically, typing your name below denotes supplying your signature*

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:

<b>POSITION TITLE:</b>	<b>Resource Centre Assistant</b>
<b>SECTION:</b>	<b>Learning and Teaching/Resource &amp; Information Services</b>
<b>REPORTS TO:</b>	<b>Resource &amp; Information Services Manager</b>
<b>CLASSIFICATION:</b>	<b>CES Office Salary Scale Level 3 (\$56,392 - \$63,723 gross per annum)</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

## CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine schools including twenty primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Youth Assistance College with campuses in Cairns and Cooktown. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown campus, are within a two hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular 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 of 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

## PURPOSE OF THE ROLE

The role of the library assistant focuses on the operational and technical aspects of library and information services of the Diocesan Resource Centre. This can involve the operation and maintenance of systems that support acquisition, organisation and day-to-day management of library and information services, resources and client access to information

To provide library administration and service support for the Diocese Resource Collections and Student Services Collection.

To provide support to CES professional teams e.g. ordering of resources, supply and set up of equipment and library spaces.

To provide phone support for School Library Assistants - troubleshooting technical aspects of library software.



## ESSENTIAL DUTIES AND RESPONSIBILITIES

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

### User Services

- Respond to the member reference enquiries and make recommendations in relation to the library services, administration and record maintenance of the Resource Centre.
- Respond to enquiries and conduct research for staff, teachers and members of the community within the Library, the internet, databases and other information sources
- Provide assistance with location of resources for registered members, and staff and parents.
- Provide assistance with use and set up of equipment
- Organise where possible inter- library loans upon request of staff.
- Package and dispatching orders for delivery via courier and postal services to members.
- Provide a laminating services to CES and on request for schools

### Ordering, Purchase, Acquisition & Cataloguing

- Place orders for approved purchases for Resource Centre Collection i.e. source suppliers, complete purchase orders, monitor and track orders and back orders
- Maintaining all records associated with the financial transactions on orders
- Reconciling credit card statements for approval by Resource & Information Services Manager
- Undertake accessioning of resources acquired by the centre, including periodicals, print and digital resources and equipment.
- Searching, verifying and downloading bibliographical data.
- Editing catalogue records to reflect changes in use by Catholic Education e.g. assigning extra subject headings in consultation with specialist staff to selected materials to assist with location and associated religious education curriculum
- Preparing descriptive cataloguing entries on advice of Profession staff at Catholic Education Services for specialist collections (e.g. Curriculum, Well Being, Diversity, Languages, Religious Education) for selected library materials.
- Classifying selected materials in consultation with specialist staff for various locations or collections.
- Undertake covering and labelling of learning resources acquired

### Maintaining the Collection

- Identify damaged resources and undertake repairs if possible.
- Deleting catalogue records of material selected for disposal by relevant Catholic Education Services Professional Staff
- Participate in the evaluation and selecting of equipment and supplies.
- Maintain a library procedures manual that documents routine procedures and tasks specific to the Resource Centre and Catholic Education Services e.g. back up procedures, lists of field references/ abbreviations used etc.

### Maintaining circulation systems

- Attend to counter and telephone enquiries on resource borrowing
- Administer distribution of Diocesan in-house journals/magazines subscription services and monitoring renewal payments.
- Monitor return of equipment and resources borrowed from Resource Centre
- Maintain reserves on resources and AV equipment
- Maintain placement and shelving of all borrowing resources.
- Address any issues in accordance with established routines and procedures and in consultation with Resource & Information Services Manager

**Maintaining Equipment**

- Assist users with operating audio-visual equipment.
- Setting up of Resource Centre furniture and audio visual equipment as required Notify Resource & Information Services Manager of need for repairs/ possible replacement of resources, including equipment e.g. digital cameras, data projectors etc.
- Arranging repairs to audio-visual hardware on advice from line manager

**Maintaining & Promoting the Library Environment**

- Setting up library displays and exhibits to promote resources available for various events/ rituals/ seasons of the Church year or under-utilized resources
- Producing publicity and display material to promote new resources and services offered

**Administrative Support for the work of Resource & Information Services Manager**

- Provide secretarial support to Resource Centre and Information Services Manager e.g. registration for meetings, professional development; travel, accommodation, organising catering; electronic calendar and events etc

**Support for Professional Staff at Catholic Education Services**

- Place resource orders for CES Professional Staff following research and approval processes where appropriate.
- Co-ordinate equipment and resource displays for conferences associated with Catholic Education Services.
- Maintain appropriate behaviours when engaging with children.

**Support for Library Staff in Schools Catholic Education Services**

- Phone support for network of School Library Assistants assisting with navigating aspects of library software.

**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.
- 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.
- Competent use and knowledge of library management software.
- Facilitate the prevention of child harm by recognising and responding.

**Physical requirements of the position:**

- Work is normally performed in a typical interior office environment.
- Manoeuvring within the office environment appropriate to the position.
- Frequent driving of a motor vehicle.
- 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.
- Current drivers licence.
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Certificate level or equivalent qualifications or experience in day-to-day operation of library services.
- Promote child safety at all times.

## 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 2015-2019.

## 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:** \_\_\_\_\_