**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Alawa Primary School |
| **Job Title** | Library and ICT Manager | **Designation** | Administrative Officer 4 |
| **Job Type** | Full Time | **Duration** | Fixed from 20/01/2020 to 03/07/2020 |
| **Salary** | $69,357 - $79,620 | **Location** | Darwin |
| **Position Number** | 40843 | **RTF** | 178864 | **Closing** | 05/12/2019 |
| **Contact** | Kellie Fawcett, Business Manager on 08 8997 7666 or kellie.fawcett@ntschools.net |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au) |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed** **resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) |
| **Information about Selected Applicant’s Merit** | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) |
| **Special Measures** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved **Special Measures** recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=178864>  |

**Primary Objective:**

Provide support services to the school for the development, operation, integration into classroom programmes and maintenance of all areas of information technology and library within the school.

**Context Statement:**

Alawa Primary School has a student population of approximately 270 Primary and 44 Preschool students. This is comprised of approximately 25% indigenous and a 24% as English as a Second Language/Dialect. The school is committed to holding high expectations for all students and maintaining a culture of continuous improvement, particularly around analysis of data to improve learning outcomes. Other strong areas of focus include Numeracy, Writing and student intervention support programs.

**Key Duties and Responsibilities:**

1. Be available as the initial contact for the resolution of software and hardware problems when experienced by users and identify/resolve software problems and log and monitor the progress of the all hardware problems through the relevant service centre, including account management.
2. Provide information technology professional development, software purchasing and strategic planning within school’s information technology requirements.
3. Undertake para-professional library tasks including cataloguing, inter-library loans, circulation, stocktaking, update & stock take of library collection including purchasing and reference and research assistance to staff and students.
4. Maintenance of library database through regular updates to program, system checks of holdings and maintenance of hardware through system tools.

**Selection Criteria**

**Essential:**

1. A Library Technician qualification recognised by the Australian Library and Information Association.
2. Proven experience at the operational and infrastructure level of maintaining computers, including the maintenance of laptops, images, printers, drivers peripherals.
3. Knowledge and experience in working with educationally based learning technologies with a high level of troubleshooting skills in the areas of computer hardware and software conflicts.
4. Sound knowledge of reference sources, bibliographic and cataloguing tools and integration of data into library management system and the supervision of staff who undertake any of these tasks to maintain integrity of all data.
5. Demonstrated ability to work as a positive team member while giving support both within the class directly to staff and students.
6. Proven ability to maintain accurate records utilising computer based administration and word processing systems in relation to the movement of hardware/software both within and outside the school and to set priorities, organise workflow and meet deadlines.
7. A Working with Children Notice (Ochre Card), or the ability to obtain, is required in this position.

**Desirable:**

1. A current NT driver’s licence.
2. Knowledge of DoE policy and procedures relating to Information Communication Technology in Schools.
3. Certificate IV in ICT or higher related field.
4. Current Senior First Aid Certificate

**Approved: 13.11.2019 Sandy Cartwright, Principal – Alawa Primary School**