

POSITION DESCRIPTION

Information Services & Resource Employee Stream Level 3

QUALIFICATIONS: Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

CHARACTERISTICS: The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of roles and tasks in a variety of contexts, where there is some complexity in the extent and choice of actions required. Competencies are within routines, methods and procedures. Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under limited supervision and work may be checked in relation to overall progress. Work may take the form of broad guidance and may involve a level of autonomy when working in teams.

An employee in this position may have limited responsibility for guidance of the work of others. Peer assistance may be provided to others. Team co-ordination may be required.

TYPICAL DUTIES/SKILLS:

Typical duties performed include, but not limited to:

- Search and verify bibliographical data where some discretion and judgement are involved.
- Copy catalogue books, magazines, journals and recorded material where some discretion and judgement are involved.
- Maintain circulation systems where some discretion and judgement are involved.
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.
- Assist in the demonstration of complex audio visual or computer equipment under supervision of academic staff member(s) where some discretion and judgement are involved.

AUTHORITY LIMIT:

Full Authority is delegated from the principal to produce the desired outcomes.

Expenditure of funds connected with the position is under the control of the Principal in conjunctions with the Leadership Team

REPORTING AND OTHER RELATIONSHIPS:

The role holder is responsible to, and reports on, all aspects of the role to the Principal. Relationships of significance exist with other teachers, specialists, specialist staff and volunteers.