

THOMAS MORE COLLEGE

Position Information Document



*Thomas More College believes education is at the heart of a life well lived. It is a philosophy we instil in our students and one which underpins our College maxim of **Learn More • Live More • Be More.***

EDUCATION SUPPORT OFFICER

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|--------------------|---|-----------------|----|
| Title: | Research and Innovation Hub Assistant | | |
| Employment Type: | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Replacement | | |
| Stream: | Resources | ESO Grade: | 2 |
| Hours/Days of Work | Monday to Friday 8:30am – 4:30pm | Weeks Per Year: | 41 |

PURPOSE OF ROLE

The Research and Innovation Hub Assistant contributes to the provision of quality Research and Innovation Hub operations and presentation, within The Hub. This contribution supports the provision of quality learning and teaching outcomes at the College.

PERSON SPECIFICATION

Knowledge, experience, and qualifications

- Previous experience in a library environment and working with library resources is desirable but not essential.
- Knowledge of and competency with contemporary software, such as Microsoft Office and Canva programs.
- Knowledge and experience working with library resources, including the Oliver database.
- Experience in applying WHS policies and procedures in a work environment.

Skills and abilities

- Good relationship management and interpersonal skills.
- Effective communication skills, both written and verbal.
- Strong organisational skills with attention to detail; the ability to meet deadlines.
- Skilled in the use of various Microsoft Office and Canva programs, and in learning other software and databases.

KEY RESPONSIBILITIES

The broad responsibilities for the role include, but are not limited to:

- Be the first contact point for visitors to the Research and Innovation Hub and ensure the space is welcoming and well-presented.
- Assist with enquiries, operate the Library Management System and ensure correct shelving is undertaken.
- Process new resources, repair existing resources, report fault equipment and participate in stocktaking.

SPECIFIC RESPONSIBILITIES

Specifically, the role will undertake the following:

Research and Innovation Hub support

- Ensure the Research and Innovation Hub is a welcoming environment (i.e. clean and well-presented), which runs smoothly and efficiently on a day-to-day basis and provides valuable learning resources for all staff and students.
- Assist all users of The Research and Innovation Hub with borrowing, booking, location and distribution of resources.
- Usage of The Research and Innovation Hub's Library Management System, Oliver.
- Assist teachers and other ESOs with supervision of students within the Research and Innovation Hub.
- Prepare and maintain displays within the Research and Innovation Hub under direction of the Library Technician.
- Undertake laminating as required.
- Provide information about resources in the Research and Innovation Hub, in response to requests from teachers, staff and students.
- Support staff in using the VR Lab resources.

Circulation desk and circulation of resources

- Perform circulation desk tasks and monitor the "ask the Hub" email.
- Operate the Library Management System to circulate resources.
- Assist students with basic enquiries and the use of the Research and Innovation Hub equipment.
- Ensure The Research and Innovation Hub resources are shelved correctly in Dewey order and the shelves are 'shelf read' regularly.
- Ensure the space is clean and tidy.

New resources and Resource Maintenance

- Assist with receiving and processing of new resources.
- Provide support for staff, students, and volunteers in the use of the resources in the Research and Innovation Hub.
- Assist with development and distribution of information in regard to new and existing resources available.
- Maintain and repair books and magazines.
- Ensure The Research and Innovation Hub equipment is in working order and report any faults (e.g. photocopier, computer equipment and the book security system).
- Participate in regular stocktaking and shelf reading activities

ALL TMC STAFF SPECIFICATIONS

- Be part of a College Community and represent the College in a professional and friendly manner.
- Contribute to the Community to ensure we provide a school that values and promotes the:
 - Wisdom to Seek
 - Courage to Thrive
 - Power to Change
- Confident, knowledgeable, and successful in the responsibilities required to be undertaken for the College Community.
- Continuous learning and professional development to generate and evaluate ideas.
- Achieve personal goals and College strategic goals.

- Develop respectful, professional, and successful relationships with members of the College Community and provide a great example for work colleagues.
- Come to work each day with a positive outlook and a willingness to support and motivate others, and to achieve excellence.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.

PROFESSIONAL DEVELOPMENT

- Attend professional development and training required by the College.
- Actively seek opportunities to increase knowledge, experience and skills held.

CATHOLIC ETHOS

- All staff at Thomas More College are expected to affirm and support the Catholic values and the Religious life of the College
- Where appropriate opportunities present, become involved in the life of the College, including attendance at school Masses/celebrations, staff meetings, and involvement in College events.

POLICIES, PROCEDURES AND GUIDELINES

- Comply with all College and South Australian Commission for Catholic Schools Inc (SACCS) policies, procedures, and guidelines.
- Contribute to the development of relevant policies, procedures, and guidelines.

These responsibilities may vary from time to time after negotiation with the Principal and/or College Business Manager.

REPORTING / WORKING RELATIONSHIPS

The **Leader of Research and Resources** is the direct line manager for this position.

Key Working Relationships:

- Research and Innovation Hub Technician (will task this position regularly)
- Classroom Teachers
- Assistant Principal Teaching and Learning (Executive Leader of this role)
- Non-teaching Staff
- Students

The Principal is responsible for the employment of all staff at Thomas More College and is considered the representative of both Catholic Education South Australia (CESA) and the Catholic Church Endowment Society (CCES).

WHS REQUIREMENTS

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a worker, you must

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28, WHS Act 2021

SPECIAL CONDITIONS RELATING TO THIS POSITION

- Additional hours/days of work may be required during the year to meet reporting deadlines, College requirements, and other special events. If required, they will be negotiated and agreed with the incumbent and will be paid in accordance with conditions in the relevant Enterprise Agreement (as varied or replaced).
- Required to attend staff days and meetings, when requested, at the beginning and end of the year and during the school year.
- All time off in lieu (TOIL) or overtime is to be pre-approved by the Leader of Research and Resources.

SPECIFIC REQUIREMENTS

- Current Catholic Archdiocese of Adelaide Clearance Letter or Card
- Current Working With Children Check (WWCC) issued by The Department of Human Services (DHS)
- Current HLTAID012 - First Aid in an Education and Care Setting (or willingness to obtain upon commencement)
- Current Reporting to Risks of Harm, Abuse and Neglect – Education and Care Setting (RRHAN - EC) certification

AGREEMENT

The requirements of this position information document are intended to describe the general nature and responsibility of work in this role. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the role. This description should be read in conjunction with the relevant Awards and Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other duties as requested by the Assistant Principal Teaching and Learning, Leader Research and Resources, and Principal to support the College's compliance with its legislative obligations. The Business Manager or Principal may, through consultation with the employee, vary the responsibilities of the position as required, but within the skills and responsibility levels appropriate to the position.

PERFORMANCE REVIEW / REFLECTION

- The employee must undertake a review / reflection on an annual basis
- On the first anniversary of your appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Last revised: May 2025