

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Salaries, Allowances and Conditions Award 1983; Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced
Group: Schools	Effective Date of Document 14 September 2018
Region: South Metropolitan Education Region	
School: Winthrop Primary School	

THIS POSITION

Title: Information and Communication Technology (ICT) and Resource Officer

Classification: Level 2

Position No: 00036250

Positions under direct responsibility:

Title:	Classification:	Position No:
Library Officer	Level 1	00010741

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator Level 5
POSITION NUMBER: 00034888

TITLE: Manager Corporate Services
LEVEL: Level 5
POSITION NUMBER: 00010742

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
ICT and Resource Officer	Level 2	00036250	14 September 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

Further context about Winthrop Primary School is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school name in the *Find a School* field.

ROLE

The Information and Communication Technology (ICT) and Resource Officer:

- supervises operations of the library and provision of reference, information and associated services to staff and students
- maintains and operates the library system to ensure library records are current and resources are accessible and available to students, staff and parents at all times
- provides an ICT support service which ensures digital technology is ready for teacher and student use
- provides training, support and advice to staff and students on desktop and software applications and the use of digital technology and library equipment
- prepares procedure manuals for library equipment, as required
- assists students, parents and staff to select appropriate materials from the library and access school resources
- assists in preparing and monitoring the library budget and makes recommendations for new library resources

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- liaises with teachers to develop rosters for library visits
- supervises the duties of subordinate library staff and/or volunteers
- supervises small groups of students outside lesson times or in learning activities relating to the library
- records, maintains and processes school resources on relevant information management systems and registers
- assists in whole-school resources and assets stock takes and relevant reporting, and undertakes processes for disposal of obsolete, surplus or unserviceable assets and resources
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

OUTCOMES

1. Training, advice and support in the use of ICT equipment and software is provided to staff.
2. Library and ICT systems and services are maintained and effective and efficient technical support is provided.
3. School resources and assets are accessible and up-to-date, resource registers are accurately maintained and regular stock takes are performed.
4. Appropriate operational and technical services are provided to library users.
5. Bibliographic records on library catalogues are created and maintained using AACR2, LCSH and Dewey Decimal Classification.
6. Small groups of students are supervised outside lesson times or in learning activities relating to the library.
7. The library budget is administered effectively and in accordance with Departmental procedures.
8. Effective working relationships are developed and maintained with internal and external customers to promote the school and library.
9. Duties of library staff and volunteers are supervised effectively.
10. Accrued leave of staff is managed effectively.
11. Performance management and development is delivered effectively.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated good verbal, written and interpersonal communication skills with the ability to effectively liaise to staff at all levels and apply customer service principles and practices.
2. Demonstrated sound analytical skills and the ability to resolve basic information and communication technology problems.
3. Demonstrated ability to use computers and a range of information management systems and application software packages including databases, spreadsheets and word processing.
4. Demonstrated sound knowledge, skills and experience in library procedures using automated library systems and the use of multimedia and audio-visual equipment.
5. Demonstrated sound organisational skills and the ability to use initiative and work with minimum supervision.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 14 September 2018
TRIM REF # D18/0405774