



Penola Catholic College Position Description

Position Title	Archives & ERC Officer
Classification	Education Support Category B Level 2 (School Terms only) \$56,019 - \$71,742 pro rata for part time
Employment Status	Term 3 Part Time 0.4 FTE (two days per week)
Reports to	Business Manager and Head of ERC

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,400 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Archives and ERC Officer will ensure the preservation of archive materials by assisting in archive processing and management of key materials for long term retention. This role sits within the Educational Resource Centre (ERC) of Penola Catholic College which supports the delivery of the College's curriculum.

Responsibilities and Accountabilities

- Undertake a range of archiving administrative and file management functions including archive processing, filing, file labelling, scanning, file maintenance and validation.
- Undertake records management related projects as required preparing hardcopy records for transfer from active to inactive or archival storage.
- Work collaboratively with Grace Management Systems to send and retrieve hardcopy files from offsite storage.
- Promote the library as an engaging, purposeful, innovative, and welcoming environment for students and staff.
- Provide assistance to staff, and students in the provision of various resources.
- Circulation desk duties as well as general library management of book and AV resources.
- Library administration duties including charge and discharge of loans, shelving and tidying of books, laminating and binding.
- Some supervision of students where discretion and judgement are involved, including ensuring attendance is managed appropriately.
- Operation of library management system, Infiniti.

- Maintaining the library environment in good order and participating in the creation of library displays.
- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries.
- Any other duties as directed by the Principal or Principal's nominee (e.g. Deputy Principal Head of Campus and or Business Manager).

Experience and Qualifications

- Excellent communication and customer service skills, with the ability to tailor information and explanations to a range of people, in an effective and confident manner, dealing with challenging behaviour firmly but politely.
- Experience with archiving practices, both physical and digital, in a professional setting.
- Understanding of data retention policies, compliance regulations and best practices.
- Undertakes finely detailed work in a precise and accurate manner.
- Demonstrates commitment to the objectives of the work area and the College and shows considerable drive and effort in achieving work targets.
- Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
- Proactive and self-starting, taking responsibility for own actions.
- Experience in Microsoft Office Suite.
- Accepts new and different situations as a matter of course and effectively meets new challenges.
- Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use.
- Cooperate effectively within a team and work collaboratively to achieve work plan and goals
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others.
- Willing to obtain a current Working with Children Check and Police Record Check.
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving
- Functional knowledge and skills
- Service to others / customer focus
- Building trust
- Collaboration
- Communication
- Taking initiative

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Business Manager.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.