



Role Description

Information Services Manager

Title	Information Services Manager
Classification	Education Support Employee ESC 4/3 (7 weeks leave per annum)
Time fraction	Full time
Employment status	Ongoing
Date reviewed	26/08/20

Introduction:

The Information Services Manager will be responsible for the acquisition and management of library and information resources within the Sacré Cœur Library and across the School. The position is responsible for the leadership of the professional and technical staff within the Library who work to foster teaching and learning through the promotion and maintenance of the print, multimedia, electronic and human resources in Sacré Cœur.

In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. Faith which is relevant in today's world
2. A deep respect for intellectual values
3. Building community as Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

The Sacré Cœur curriculum is designed to engender the integral development of pupils, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment. To provide this co-operative learning environment, certain expectations are placed upon the student.

Responsible to:

The Principal, through the Director of Learning and Teaching.

Key Requirements:

- Understanding of the philosophy and spirituality of a Catholic School
- The Goals of Sacred Heart Education should be evident in the modelling provided by this person in their dealings with students, staff and parents

- The Information Resources Manager will demonstrate:
 - Effective relationships with both staff and students
 - Effective leadership of a dynamic team, flexibility and ability to respond promptly to a variety of situations
 - The capacity to be both a leader and team-player
 - Working knowledge of current developments in information resource centres for P-12
 - Commitment to providing 'state of the art' resources
 - High competence and skill in use of technology to access and interpret information from a variety of sources
 - Excellent communication skills, combined with high initiative and organisational skills

- The Information Services Manager will:
 - Be stimulated by a dynamic environment and able to adapt to change in an enthusiastic and proactive manner
 - Develop a clearly articulated vision for the Library and for e-learning
 - Be a person enthused by and committed to this role, its responsibilities and challenges
 - Contribute to a child-safe environment, demonstrate familiarity with and compliance with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety

General Responsibilities:

Curriculum

The Information Resources Manager is responsible for ensuring the relevance of P-12 library programmes to the school's teaching and learning policy. They will:

- Be a member of the School's Learning and Teaching Committee with involvement in curriculum planning across the school
- Meet regularly with the teacher librarians to discuss curriculum initiatives and programs
- To support the curriculum, ensure that membership of organisations affecting best school practice are managed effectively, including ones pertaining to the library (ALIA, SLAV, ASLA), but also subject association memberships through the Learning Leaders, database membership
- Develop appropriate library programs with the Library staff to ensure that all students are taught the necessary skills to use the facilities to achieve effective learning outcomes
- Liaise with the teaching staff to ensure that the available resources are appropriate for the teaching and learning in all areas

- Promote the effective integration of electronic information resources and learning technologies into the curriculum
- Maintain a focus on the information literacy of students within curriculum planning

Integration of ICT across the curriculum

- In order to support the curriculum, oversee the maintenance of the library Firefly pages and ensure that it is regularly updated, richly informative, populated with current information including the catalogue, book recommendations, useful websites and databases, and links to external bodies, and well-designed for both student and staff use.

Management of staff

- Lead a cohesive and professional team, which consists of Teacher Librarians and Library Technicians
- Provide effective management of all staff in the Library, holding regular individual and team meetings and initiating excellent communication
- Create clarity around goals and priorities for others. Set clearly defined objectives; plan activities and projects well in advance and take account of possible changing circumstances; manage time effectively, identify and organise resources needed to accomplish tasks
- Ensure that all staff are appropriately trained and undertake appropriate continuing professional development to meet the emerging needs of the Library including, Audio Visual, ClickView, and Library Management System updates
- Liaise with the Director of Learning and Teaching to ensure that professional needs for Library staff are met
- Manage the daily circulation desk roster for the Junior and Senior library and arrange for staff replacement when required

Resources

- Create a warm, welcoming, learner-centred Library for P-12 students, staff and parents
- Devise and implement systems for efficient and effective Library operation
- Set long-and-short term priorities for the Library
- Ensure that Sacré Cœur students have equitable access to the Library and a wide range of resources
- Promote the use of the fiction collection, both in print, audio and eBook formats for recreational reading for staff and students
- Oversee a program of displays of various kinds to refresh the appeal and pertinence of the visual elements of the library to engage curiosity and interest

- Have responsibility for the development of a budget and monitor the Library's spending to ensure that there is an appropriate balance between the year levels and subject need. Meet with the Director of Business in matters affecting the management of the budget, maintenance of the building and the evolution of its resources
- Ensure that the collection is appropriate in order to provide information resources that most effectively achieve academic and ICT requirements, including purchasing as required
- Develop a schedule of updating the collections, including both guiding and being advised by the teaching staff in the acquisition of resources; print, digital, multimodal, online and international sources and resources, including international databases, within the annual budgetary constraints
- To support the curriculum, ensure that membership of organisations affecting best school practice are managed effectively, including ones pertaining to the library (ALIA, SLAV, ASL), but also subject association memberships through the Heads of Faculty, database membership

Further responsibilities

- Support activities and programs that require a whole school focus for the Library, eg Book Week, Literature Festival, in conjunction with the Literacy Department in Joigny and the English Department in the Senior school.
- Support school initiatives (National Women's Day, Science Week)
- Deliver the Orientation Program for the use of the library for the Year 7 students, new staff and other new students on an annual and occasional basis
- Support and ensure the supervision of Learning Enhancement students, Work Experience and Exchange students, students with special needs and programs who are required to work in the Library
- Liaise with ICT Manager to co-ordinate Library Technician and Tech Help assistance for school productions
- Co-ordinate the marketing and promotion of the library via school newsletter articles, the student bulletin and daily Twitter feeds
- Create articles for Cor Unum (School magazine)
- Develop and update Library procedures manuals and policy documents, setting goals and objectives and evaluating according to changing school needs. Produce reports on analytics; statistics generated
- Take overall responsibility for any major projects and submissions relating to the Library
- Ensure that the library staff are abreast of the Copyright Laws affecting school use of print, digital, online and multimedia resources
- Solicit feedback from staff and students about the effectiveness of the library
- Co-ordinate annually the purchase of book prizes, liaising with the Deputy Principal: Head of Senior School and Head of Joigny

- Other Library duties as required
- Carry out other tasks as required by the Principal from time to time.

Organisational Relationships:

Internal

- Director of Learning and Teaching
- Learning Leaders
- Director of Business
- ICT Manager
- Library staff
- Staff
- Students

External

- ALIA, SLAV, ASLA
- External providers (Bookshops etc)

Child Safety:

Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability).

In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards – managing the risk of child abuse in schools”. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

Key Selection Criteria:

Applicants must be able to demonstrate:

Essential

- A commitment to the Catholic ethos
- A commitment to Child Safety
- Outstanding interpersonal skills and the ability to develop and maintain excellent relationships with members of the School community and members of the public
- Highly motivated with a high level of professional personal presentation
- Tertiary qualification in Library/Information or e-learning field and/or relevant management experience in a school Library setting

- Working knowledge of current developments in information resource centres for P-12
- Excellent communication skills, combined with high initiative and organisational skills
- Knowledge of the provision of educational resources in a school context
- Knowledge of best practice in the management of a complex educational resource facility in a P-12 school context
- Knowledge of the continuing evolution of technologies which support research or information access, for both students and staff, both in principle and in practice
- Knowledge and understanding of the ways in which print media, including books, journals, periodicals, continue to inform contemporary education
- Knowledge of the ways in which multimedia, online, and digital technologies increasingly inform contemporary education
- Knowledge of current developments in information resource provision, curation and management

Highly Desirable

- Highly developed IT skills, including Microsoft Office Professional and Adobe Suite, and experience with content management software programs
- An ongoing commitment to professional development and a capacity to adapt to new technologies.

Personal Attributes:

- The Information Services Manager is highly visible to students. The objective is to seek to establish an active rapport and relationship between students, staff and the library services
- The ideal candidate for this position is one who is energetic, personable, enjoys dealing with students and staff and has meticulous attention to detail
- Be resourceful and flexible, highly organised and have excellent communication and customer service skills
- Demonstrated ability to build effective teams, create strong morale and team spirit that underpin trust and honesty
- Demonstrated ability to create a climate that empowers others, invites input from each person and shares ownership and visibility
- Adheres to appropriate and effective set of values and beliefs; demonstrates integrity; highly developed work ethics and executive level thinking for problem solving
- High level of ICT skill including Web 2.0 tools and working with shared documents

Hours for this position will vary according to a roster system between 8am and 6 pm.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement.

The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Sacré Cœur are to follow the school policies and procedures, including the those relevant to the Occupational Health and Safety Act 2004 and Equal Opportunity Act.