

## Schedule 1



# POSITION DESCRIPTION RESEARCH AND STUDY CENTRE OFFICER

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## POSITION DESCRIPTION RESEARCH AND STUDY CENTRE OFFICER

### Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

### Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is committed to providing students with a safe and friendly learning environment, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

### Section 3. The Position

#### Title

Research and Study Centre (RSC) Officer

#### Section/Department/Learning Area

Research and Study Centre

#### Tenure

Commencing Term 1, 2026

#### Workload

Temporary (12 month contract) part-time (2 days per week) during term time only. This position operates for 40 weeks per year during term time and some work in school holidays. The RSC Officer is required to stand-down on unpaid leave for 7 weeks per year when there is no work available.

### Section 4. Remuneration Terms and Conditions

KCEA Inc. Education Assistants and Non-teaching Staff Enterprise Bargaining Agreement 2014-2017

### Section 5. Reporting Relationship

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team (SLT) comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Director of Christian Formation, Director of Community Engagement and the Director of Information Technology.

The Research and Study Centre (RSC) Officer position reports to the Head Teacher Librarian.

## Section 6. Responsibilities and Duties

### Overview

The RSC Officer is an integral member of the RSC team. This team provides a high quality of service to all members of our community. The RSC Officer will be an active member of a team that is looking to the future of libraries and the multitude of services that they offer.

The RSC Officer will work with students from Years K – 12, and the person filling this role represents the 'face' of our RSC service.

A key aspect of this role is a love of literature and active participation in reading all different formats and genres. The RSC Officer will have a passion and enthusiasm for reading that will engage students in their reading.

### Christian Values

The position requires you to be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community.
- Modelling Christian behaviour, practices and beliefs.
- Building cooperative and supportive relationships with staff, students and parents.
- Striving for excellence in performance and participation.
- Always acting in the best interests of the College, the Association and its ethos.

### Core Competencies (Knowledge, Skill & Experience)

#### Technical

- Excellent Windows environment knowledge and Microsoft Office product suite applications; Excel, PowerPoint, Word, Outlook and MS Teams, as well as the use of Adobe suite solutions, i.e. PDF, Photoshop etc.
- Experience with several RSC systems and willingness to learn and utilise more of their functions and features.
- Sound knowledge of various multimedia applications with an ability to create simple graphics and video clips for both internal and external publications.
- Sound ability to understand and productively use the web interface of Concord Infiniti or similar online catalogue solution.

#### Human Relations

- Flexibility in all aspects of the job.
- Ability to adapt well to rapid change.
- Ability to communicate and work with the College community, particularly parents, as they help with various tasks in and around the RSC.
- Ability to prioritise different requests to ensure a sound workflow.
- Efficiency in all tasks undertaken.
- Ability to engage with students and staff.
- Ability to manage behaviour and the conduct of students in an RSC context.
- Maintain high quality of customer service and personal presentation.
- Actively ensure that all circulation desk operations including but not limited to, shelving, returns, loans, Concord Infiniti and displays are completed quickly and to a high standard.

### Core Responsibilities and Tasks

#### Information Services

- Have an understanding of all database services and online resources and how they can be accessed and are used.
- To make sure all data is consistently entered.
- To enter and maintain student details on the Library Management System.

- To periodically clean up and re-index files as needed.
- Add subject headings on Education Perfect and/or TV4Education.
- Promote resources and activities through physical and digital displays, reviews and materials.
- Be proficient in various presentation applications for the creation of displays.
- Handle circulation activities and reference enquiries including assisting with advanced search enquiries.
- Model for colleagues the identification and exploration of new digital resources and tools for learning.
- Assist with enquiries about references and RSC bookings.
- Maintains physical and digital resources to ensure they are accessible.

### **Collection Development**

- Adjust records when instructed.
- To catalogue new items using SCIS and enter details into the database, ready for teacher librarians to check and modify where necessary.
- To source cataloguing records outside SCIS when they are not available from SCIS to aid teacher librarians' manual cataloguing.
- Maintain physical and digital resources to ensure they are accessible.
- Shelve resources in a timely manner to ensure accessibility.
- Generate overdue notifications on rotation with other RSC staff.
- Stocktaking RSC and departmental resources when required.
- Recommend collection development for specific areas.

### **Learning Environments**

- Ensure spaces are maintained and are tidy on a regular basis.
- Creatively rearrange spaces regularly to ensure that a vibrant approach to RSC design is maintained and furniture that is made mobile is used to create new spaces for students.
- Communicate RSC Workplace Health and Safety (WHS) concerns when issues arise.

### **Support Services**

- Assists with supervision of students and assumes duty of care when required.
- Assist the Information and Research Specialists with class activities and preparation.
- Event assistance including, but not limited to, Book Week, clubs, Open Night, Multicultural week, NAIDOC week etc.
- Work collaboratively with the wider College staff as required.

### **Personal Development**

- Participate and actively contribute to scheduled RSC meetings.
- Self-identify professional development opportunities and undertake PD independently, based on personal development goals.
- Attend professional development courses, RSC conferences, and other meetings required to ensure best RSC principles and practice are maintained.
- Undertake specific professional development as set by Dean of Information Learning Technology within the designated time frames.
- Actively and regularly share content created with professional associations.
- Actively devote time outside of school hours to read genres favoured by students in order to advise students of authors and titles they might like to read.
- Actively create and maintain a list of reading that relates to the genres and levels that students engage in.

### **Literacy Support**

- Annual stocktake of RSC resources.
- Search for missing overdue resources as directed.

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

## **Section 7. Selection Criteria**

### **Pre-requisites**

1. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
2. Working With Children Check clearance.
3. Written reference from Church Pastor/Minister.
4. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
5. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
6. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

### **Essential**

1. Demonstrated enthusiasm for working with children of all ages.
2. Demonstrated ability to respond positively in a busy, client oriented environment, maintaining poise under pressure.
3. A friendly and approachable manner.
4. Good interpersonal communication and telephone skills.
5. Strong organisational skills.
6. Demonstrated ability to work as a member of, and make a positive contribution to, the Library team.
7. Strong typing skills.

### **Desirable**

1. Certificate III or IV in Library & Information Systems
2. Experience in using Infiniti Library Information System
3. Cataloguing experience highly regarded.
4. Previous library experience.
5. Knowledge of the Dewey Decimal System.
6. Experience in operating a computer based library system (i.e. Concord Infiniti).

## **Section 8. Application**

### **Applications must include the following:**

- Admin & Support Staff Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au).

**Applications Close: 12 noon, Monday 8 December 2025**

**Peter Burton**  
**Principal**  
**November 2025**