



## Distance Education

### POSITION DESCRIPTION: SELECTION CRITERIA:

### Curriculum & Resource Production Team Member

#### WORKING AT RIVERSIDE CHRISTIAN COLLEGE:

Riverside Christian College is a growing Independent Christian school with a Day School (2017: 770 students P-12) and a Distance Education department (430 students P-12).

Riverside's vision is to provide excellence in education and inspire Christian character, empowering students to develop their potential and fulfil their God-ordained destiny.

#### POSITION DESCRIPTION:

The curriculum and resource production team member will work as a part of the team, providing support to the College, College staff and reports to the Head of School Operations, through the Distance Education Coordinator.

#### ROLE:

- Work under the direction of the Print and Dispatch Coordinator.
- Work under direction from the Curriculum Writing Team to ensure that all program printing requirements are produced by the notified deadlines.
- Produce quantities of required programs as advised by the Enrolment officer as well as additional stock determined in discussion with the Distance Education Coordinator.
- Demonstrate an advanced knowledge of Adobe *Indesign* software, and able to edit, create and design packaging, printed and promotional materials.
- Notify and communicate with contractors to ensure that printing machines are well maintained and that any breakdowns are fixed as soon as possible (and within the service company's contractual requirements).
- Advise the Distance Education Coordinator if current printing capacity is being reached and provide costings for recommended alternate options for production.
- Ensure that stocks of printing consumables are maintained in adequate levels to ensure production continues uninterrupted.
- Liaise with suppliers when ordering printing consumables.
- Coordinate orderly storage of printed items and associated resources ensuring ease of access to all items as required.
- Source suppliers, product availability and costing of new resources to be included with curriculum programs, as indicated by the Curriculum Writing Team.
- Discuss suitability of each new product, as sourced, with the Curriculum Writing Team
- Discuss associated costing of new resources with the Distance Education Coordinator.
- Liaise with the accounts department to ensure the timely ordering of agreed resources.
- Maintain stock levels of regular items required for curriculum dispatch, as agreed upon in discussion with the Distance Education Coordinator. Initiate discussion if stock levels are running low.
- Coordinate and assist packing team to ensure printed booklets and associated resources are packaged according to the timeline supplied and in a manner that meets required quality standards.



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## Riverside

Christian College

Building futures, Shaping lives



- Liaise with the accounts department to ensure that all curriculum payments have been made in advance before mailing can occur.
- Organise mailing (using addresses supplied by the Enrolment officer) by the deadline indicated in the supplied timeline, if payment has been received.
- Supervision during meal breaks (including playground, library and bus duty): involving mobilising around a pre-determined area and completing visual and auditory monitoring of students' activities and school premises, providing assistance to students as required.

### PERSONAL QUALITIES:

- Empathy with the ethos of a Christian College
- Be a practicing Christian, and regularly fellowshipping with fellow believers
- Personable, friendly and good-humoured
- Highest standards of moral, personal and spiritual practice
- Ability to work in a collegial manner with co-workers and peers; comfortable with working with people at all levels of the organisation
- Commitment to respect and maintain confidentiality



#### **SELECTION CRITERIA:**

*Your application should specifically address each of the selection criteria listed below, referring to the Work Profile for this position. Selection criteria are ranked in order of importance.*

**SC 1:** Demonstrated personal Christian faith with a proven reputation for integrity.

**SC 2:** Demonstrated proficiency in IT (Dual Platform) including administrative, keyboard and word processing skills, experience in maintaining a data base and an ability to operate independently and/or with limited supervision.

**SC3:** Demonstrated proficiency in dealing with new and potential clients in a professional, friendly, helpful and intuitive manner.

**SC 4:** Demonstrated interpersonal and communication skills including the ability to work with all members of the College community both individually and as a member of a team.

**SC 5:** Demonstrated knowledge or ability to rapidly acquire knowledge of administrative policies, practices and procedures used in schools.

**SC 6:** Demonstrated understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applies in an Independent Christian school workplace environment.

#### **ADDITIONAL INFORMATION:**

All appointees will commence employment on the understanding that:

The appointee must apply for a *Positive Blue Card Notice* for Child Related Employment from *Blue Card Services, Public Safety Business Agency* prior to commencing employment.

- Application forms are available from the College. Application fees are to be paid by the applicant.
- The appointment is conditional on the receipt of a Positive Blue Card Notice

The appointee is to obtain a Senior First Aid certificate and maintain its currency. The provision to attend group training for First Aid may be offered periodically at own expense.

The appointment will be subject to the satisfactory completion of a probationary period of 6 months.

Terms and conditions of employment will be according to School Officers' Award – Non-Government Schools 2003

**Applications Close:** Thursday 13 April, 2017

Please forward completed **Application Form**, your answers to the **Selection Criteria** (found on the position Description) with your **Resume** and any other information to:

HR Manager  
Distance Education  
PO Box 2069  
Maryborough QLD 4650 [distance-ed@riverside.qld.edu.au](mailto:distance-ed@riverside.qld.edu.au)