

Information for Potential Applicants

Publications and Digital Officer

Permanent, 30 hours per week, 45 weeks per year

Commencing 22 January 2018

Thank you for your interest in St Columba College. Below you will find information to follow when submitting your application.

Your application should include:

1. A one page covering letter stating the position for which you wish to apply.
2. A statement of no more than three pages addressing the 'Key areas of Work' and 'Personal Qualities and Skills' of the Position Information Document.
3. Curriculum Vitae listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
4. Please also ensure that you complete the **Application Declaration Form** and include it with your application.
5. Applications should be emailed to the contact below:

Ms Leanne Carr, Principal
employment@stcolumba.sa.edu.au

Applications close on Monday 16 October at 9.00am

Publications and Digital Officer

Position Information Document

Introduction

St Columba College is an R – 12 co-educational College established as a joint initiative of the Anglican and Catholic churches of the Adelaide Dioceses. Established in 1997 and located at Andrews Farm in the Northern suburbs of Adelaide the College is open to families who are seeking a Christian education founded on the beliefs, values and practices of both traditions of our unique ecumenical partnership.

St Columba College seeks to develop an environment in which all community members experience welcome hospitality and encounter a place of care, safety and security with students at the centre of all that is undertaken. Students are invited to think about their future, set their goals high and to engage in the effort and focus required to achieve outstanding educational and personal success. Students are respected as capable learners. Teachers are committed to providing an environment focused on outstanding teaching and learning. We strive to honour every student's right to participate in a vibrant, innovative, relevant and challenging curriculum which motivates and inspires them to develop knowledge, skills, personal beliefs and values. We provide students with opportunities to develop their spirituality, through immersion in a rigorous Religious Education curriculum and participation in a rich liturgical program based on our Anglican and Catholic traditions. We support students to develop their understanding of Christianity and of God's personal love, which we hope inspires them to be a force for good in our world - a sign of hope for others.

The College invites parents and caregivers to be partners in the education of their children. In collaboration with families, staff seek to nurture and promote the Christian traditions and aims of the College and their aspiration for the highest educational outcomes for all students. The College community prides itself on its friendly culture, rigorous academic program, high standards of student behaviour, focus on student well-being, modern facilities and excellent recreational spaces all of which are sustained by the support and commitment of its parent community.

It is an understanding that teachers will uphold, model and actively support the Anglican and Catholic values and teachings that underpin the College. High expectations are placed on teachers to demonstrate professional behaviours and to be prepared to assume all responsibilities relating to teaching that provide students with outstanding learning opportunities.

Vision

St Columba College seeks to nurture in its students and the community a close relationship with God, a passion for living, and a lifelong love of learning.

Mission

St Columba College aims to provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

Background

The Publications and Digital Officer is responsible to the Principal, through the Business Manager and will report to the Director of Communications and Engagement. The focus of the role of the Publications and Digital Officer will be to create and deliver internal publications, writing copy for various platforms, curating and creating social media content and supporting promotional campaign activity with current, past and future community members.

Key Areas of Work

The Publications and Digital Officer is expected to undertake the following responsibilities:

- Write, proof read, collate content, design and deliver the newsletter and Yearbook
- Research, write, proof read, collate content and design internal publications including enrolment and curriculum materials
- Liaise with staff to design and develop learning area publications and promotional material for events and activities
- Develop, implement and maintain various social media platforms including Facebook, School Stream etc.
- Curate and maintain the College's website
- Photograph events, students and staff while maintaining the photographic archive
- Liaise with and support the College's Parents and Friends Association with creative content and notifications through various platforms
- Assist with College events
- Adhere to and oversee the College's corporate identity
- Performs other duties as required by the Principal

Professional Responsibilities

- Actively support the Anglican and Catholic faith, the College's Vision and Mission and Strategic Plan
- Understand the employer's requirements and act in accordance the College's policies, guidelines and procedures
- Act in accordance with the Code of Conduct for Staff at St Columba College
- Develop and maintain effective professional partnerships with other staff
- Attend staff meetings when required
- Adhere to the staff dress code
- Accept delegated responsibilities

Personal Qualities and Skills

It is essential that the Publications and Digital Officer possesses:

- Exemplary skills in graphic design, layout and publishing, using the Adobe Creative Suite: Photoshop, InDesign, Illustrator, with the understanding of printing principles and practices
- High level knowledge and technical expertise of social media platforms, web publishing and digital media
- Experience in the strategic implementation of digital platforms
- Excellent written communication editing and sub-editing skills

St Columba College

Publications and Digital Officer | Position Information Document

- Excellent interpersonal skills with an ability to work with a broad range of people
- Strong organisational and project management skills and ability to work autonomously, being flexible and adapt to changing demands
- Demonstrated ability and willingness to take initiative, and to improve and enhance existing systems and procedures

Specific Requirements

It is essential that the Publications and Digital Officer possesses the following experience and/or qualifications and/or training:

- Experience and / or qualifications in visual communications, communication and media or a related discipline
- Police Clearance to work in Catholic Schools
- Approved Child Safe Environments: Reporting Child Abuse and Neglect
- First Aid

Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace

Reference: Division 4, Section 27 and 28 WHS Act 2012

Performance Review

- The Publications and Digital Officer must undertake a performance review on an annual basis.
- On the first anniversary of appointment and annually thereafter, or at another mutually agreed time, consultation will occur between the Principal (or delegate) and the Publications and Digital Officer to ensure that the Position Information Document is accurate.

Signed: _____ Date: _____
Principal or Delegate

Signed: _____ Date: _____
Publications and Digital Officer

Role Review Date: _____ Performance Review Date: _____

Application Declaration Form: Confidential to the Principal

Position Sought: _____

Personal Details:

Surname: _____ Given Name(s): _____

Title: Mr Mrs Ms Miss Other _____ Date of Birth: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Religious Affiliation: _____

South Australian Teacher's Registration Number: *(If Applicable)* _____

(Please enclose a photocopy of current Teacher's Registration Certificate)

Tertiary Qualifications:

Award (Deg., Dip., Cert., etc)	Year Awarded	Institution

Employment History: *Please provide information for the last 5 years.*

Year/Date	Name of Employer	Position

Religious Dimension of St Columba College:

Are you prepared to support the philosophy and religious traditions of St Columba College? Yes No

Are you currently a practicing member of a worshipping community? Yes No

Employment Declaration:

Please respond to each of the questions below and add your signature.

If you opt for a discussion with the Principal/Principal's Delegate rather than answering one or more of the questions YOU MUST SUBMIT YOUR APPLICATION ONE WEEK BEFORE THE CLOSING DATE.

Have you ever been charged with a criminal offence? *If yes, please provide details.* Yes No

Have you ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes No
If yes, please provide details.

Our process includes asking referees whether there are any child protection concerns in your regard.
Do you foresee any problems arising from this process? Yes No
If yes, please provide details.

Evidence of a criminal history, that may be unrelated to any risk or harm to children, will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application, you will notify the Principal should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.

I declare that I am fit and able to perform the requirements of the position for which I am applying.

I declare that the information in this application is true and correct and acknowledge that any falsification or suppression will render this application invalid.

Signature: _____ Date: _____

OR: I have opted not to answer one or more of the above questions and ask that a meeting be arranged between myself and the Principal/Principal's Delegate.

Signature: _____ Date: _____