



CATHOLIC ARCHDIOCESE OF MELBOURNE



CATHOLIC  
THEOLOGICAL  
COLLEGE



UNIVERSITY  
OF DIVINITY

## 1. POSITION DESCRIPTION

Position Title:	Learning Support Officer
Department:	Catholic Theological College
Location:	Thomas Carr Centre
Employment Status:	Part Time (0.55 FTE), initial 12 months fixed-term
Reports to:	College Registrar
Direct reports:	nil
Award and Classification:	Higher Education General Staff Award 2020, Classification Level 5

## 2. POSITION PURPOSE

The Learning Support Officer provides academic skills development to students and supports all academic staff and students to access and use digital information and learning management systems.

## 3. ORGANISATIONAL DESCRIPTION

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Catholic Theological College (CTC) offers theological degree courses at undergraduate and graduate levels as a College of the University of Divinity. It is committed to the highest standards of teaching and research in philosophy and theology, within the Catholic tradition. It collaborates in the Church's mission to spread the Gospel and provides academic formation for people committed to the pastoral service of the Church.

## 4. KEY ACCOUNTABILITIES

1. Provide academic and study skills assistance to students on support plans, as determined by the Academic Dean.
2. Provide general academic skills development for students, including one-on-one tutoring, student drop-in sessions, group workshops and other methods that assist students to:
  - a. plan how to utilise allocated tutorial hours to meet their individual academic and study needs across their assessments and units for the semester.
  - b. plan their tutoring needs for individual assignments to address key requirements and satisfy learning outcomes.
  - c. complete assignments that meet grammar, spelling and expression standards as per University expectations.
  - d. meet the requirements of the University's Style Guide.

- e. maintain communication regarding assessment requirements.
5. Manage access to and navigation of the University of Divinity Learning Management system (LMS), including provision of staff and student training and ongoing support.
6. Create regular reports to the Registrar and Academic Dean on LMS enquiries, tutorial hours and academic support activities.
7. Manage personal and sensitive student information in accordance with University and Archdiocesan Privacy and Recordkeeping Policies.
8. The College may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience, and ability.
9. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.

## 5. JOB COMPETENCIES – (SKILLS)

- Post-secondary or higher qualification in teaching, education, learning technologies or a related field.
- Demonstrated expertise in usage, training and support for learning management systems.
- Relevant tutoring experience in a tertiary or secondary education context is highly desirable.
- Ability to cater to individual learning styles and tailor guidance and feedback to meet individual learning needs.
- Ability to collaborate effectively with individuals from diverse linguistic and cultural backgrounds in a tertiary context, including students for whom English is a second language.
- Ability to assess study habits, identify areas for improvement and develop personalised strategies.
- Ability to remain up to date on current research and best practice in study skills.
- Demonstrated experience in the provision of training and support to internal and external stakeholders.

## 6. PERSONAL COMPETENCIES – (ATTRIBUTES)

- Ability to work effectively in a team environment and independently.
- Well-developed interpersonal and relationship building skills.
- Strong time management and problem-solving skills.
- Strong written and oral communication skills.
- A capacity to support and further the aims and ideals of higher education in a Catholic setting: well-motivated to work for the Church and ideally possess a commitment to its values and practices.
- High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.

## 7. KEY SELECTION CRITERIA

- Post-secondary or higher qualification in teaching, education, learning technologies or a related field.
- Demonstrated experience in working with individuals from diverse linguistic and cultural backgrounds including students with ESL backgrounds.
- Demonstrated experience in the provision of training and support to internal and external stakeholders.
- Well-developed interpersonal and relationship building skills.
- Strong written and oral communication skills.
- Experience in the use of learning management systems.
- Ability to maintain confidentiality of personal and sensitive student data.

- A capacity to support and further the aims and ideals of higher education in a Catholic setting: well-motivated to work for the Church and ideally possess a commitment to its values and practices.
- National Police record check (essential).
- Working with Children Check (essential).

**8. POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for the Learning Support Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_