

**UNIVERSITY OF NEW ENGLAND  
POSITION STATEMENT**

*Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.*

**DEPARTMENT:** Teaching and Learning Centre

**POSITION TITLE:** Learning Resources Officer

**CLASSIFICATION LEVEL:** HEO Level 4

**DATE CLASSIFIED:** 20 November 2006

**REPORTS TO:** Leader, Learning Resources Unit

**DIMENSIONS OF POSITION:**

As the 'line' between internal, external, face-to-face and online learning becomes increasingly blurred the role of the TLC and the work undertaken by the Learning Resources Unit is changing. This changing environment requires that the unit's resources are flexible, adaptable and able to respond to the needs of various areas within the centre as they arise.

The Learning Resources Officer works within the Learning Resources Unit of the Teaching and Learning Centre to provide centralised development of all learning resources for the whole UNE community. The work will include learning materials administration, copyright compliance, desktop publishing and DigiPath Processing as required.

**POSITION OBJECTIVES:**

Learning resources need to be constructed, maintained, stored, accessed and output in increasingly varied formats, some of which we are only beginning to become aware of. The Learning Resources Officer will take a prominent role in ensuring the quality and consistently high standards of UNE learning materials.

**DUTIES:**

Under limited direction, from the appropriate Supervisor, the Learning Resources Officer will:

1. Liaise with clients and Learning Resources Unit members, as appropriate, to achieve timely production of materials.

2. Apply a range of discipline-specific style sheets, which can be applied to pre-determined templates for output in multiple formats simultaneously (to allow the same content to easily be rendered and output in specifically different formats).
3. Contribute to the production of support documentation for the purposes of quality assurance and participate in the related tasks of business process re-design and continuous process improvement.
4. Apply QA standards for all learning materials.
5. Support the provision of new or enhanced services.
6. Undertake high quality desktop publishing services for all UNE learning materials and other UNE publications to completion.
7. Produce a master electronic version of learning materials developed by the University community for publishing in high-quality multi-output formats.
8. Monitor the quality of electronic files for publishing in high-quality multi-output formats.
9. Maintain the Digipath archive.
10. Liaise with Dixson library staff regarding production of PDF files for the e-Reserve.
11. Develop an understanding of the University's Copyright Management System.
12. Coordinate submission, receipt, reproduction and dispatch of learning materials to ensure timely delivery of quality materials to students.
13. Provide advice to clients regarding the delivery of learning materials in response to changing requirements.
14. Assist students with enquiries regarding the delivery of their learning materials and other related issues both face-to-face and via the student helpline.
15. Perform a range of operational duties relating to copyright, including assisting in the preparation, scanning, indexing and registration of copyright material.
16. Process copyright documents that have been indexed elsewhere on campus, including the UNE Libraries.
17. Undertake the assessment of third party copyright materials in UNE teaching materials within set of structured guidelines.
18. Search a range of online resources, including the UNE Library Catalogue, online library databases and book publisher and bookseller search engines to verify and determine availability of published materials.
19. Maintain relevant industry skills and knowledge and develop new skills as necessary.
20. Undertake clerical duties and maintain records appropriate to the position.
21. Contribute to the functions and operations of the Design and Development Team appropriate to the position.

22. Be aware of the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, records management and quality assurance as they apply to this position

**QUALIFICATIONS AND SELECTION CRITERIA:**

1. Completion of a certificate, a post-trades certificate or an advanced certificate and extensive relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or extensive experience.
2. Demonstrated proficiency in the use of computer hardware and software that is appropriate for this position and a demonstrated willingness to regularly update knowledge and skills to work with rapidly changing technology.
3. Ability to search online resources such as Library catalogues, databases and search engines.
4. Demonstrated ability to complete high volume routine tasks accurately and quickly within specified timelines.
5. Proven ability to work with limited supervision and direction.
6. Demonstrated accuracy and attention to detail.
7. High level desktop publishing skills.
8. Ability to follow workflows and meet deadlines.
9. Demonstrated ability to work as part of a team in a client focused organisation.
10. Good communication and interpersonal skills.
11. Ability to use initiative to solve technical problems.
12. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.