



APPLICATION PACKAGE

Thank you for your interest in our vacancy for:

Position Title:	Blackboard Administrator Support Officer
School/Office:	Information Technology Office, Sydney Campus
Level:	Level 5, Step 1 \$73,152 FTE per annum
Type:	Part-time 0.5FTE, Continuing

To ensure you understand the position for which you are applying, and requirements of the application process, please read the following information carefully:

1. About the University and The *Objects* of the University;
2. Catholic Intellectual Life for Prospective Staff;
3. Duty Statement;
4. Selection Criteria;
5. General Information; and
6. Application Cover Sheet.

To apply for the position, please ensure that your application include the information as required on the University website <https://www.notredame.edu.au/about/employment/how-to-apply>

ABOUT THE UNIVERSITY AND THE *OBJECTS* OF THE UNIVERSITY

The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney.

The *Objects* of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of;
 - (i) teaching, scholarship and research;
 - (ii) training for the professions; and
 - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

The Catholic Faith

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is '*sanctification*': making the world holy; bringing people to God through Jesus Christ.

Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of *activities and works*; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's *moral teaching*—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some *understanding* of the Church's position, particularly as it reflects our own work and life, and a *genuine respect* for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.



**INFORMATION TECHNOLOGY OFFICE
SYDNEY CAMPUS**

DUTY STATEMENT

**BLACKBOARD ADMINISTRATOR SUPPORT OFFICER
(Level 5, Part-time 0.5FTE)**

The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position supports the use of the University's Learning Management System (LMS) and other applications. It provides internal technical and development support on behalf of the system's users and acts as a Support Officer of this high-volume, high-availability system.

This is a national position located on the Sydney campus and reports to the Senior System Administrator, Information Technology Office (ITO) and responsible to the Chief Information Technology Officer.

The duties of this position include, but are not limited to:

1. Supporting the Applications Administrator in:
 - monitoring of LMS availability and usability;
 - participating in and providing technical advice to the User Group regarding LMS and other applications;
 - planning, organising, testing and supporting upgrades of the LMS and other applications;
 - working with technical staff within the University on tasks to develop the LMS;
 - obtaining appropriate Application Programming Interfaces (API) and building blocks for the LMS and other applications;
 - managing enquiries, problem resolution and trouble-shooting for the LMS and other applications;
 - preparing high quality documentation, both end user and technical, and in providing training and guidance to users.
2. other duties as instructed by the Senior System Administrator, ITO.

SELECTION CRITERIA

ESSENTIAL

1. Strongly committed to and supportive of the Objects of the University.

Qualifications and Experience:

2. Relevant tertiary qualifications, or equivalent experience.
3. Experience in delivering application level administration and support for a Learning Management System (LMS) and other applications.

Knowledge, Skills and Abilities:

4. Proven record of information and learning systems administration, including testing of a critical system in a large organisation.
5. Proven ability to work cooperatively and collaboratively as part of a team providing a high level and responsive service to student and staff members.
6. Proven record of preparing high quality documentation, both end user and technical, and in providing training and guidance to users.

DESIRABLE

7. Experience in a comparable position.
8. Experience working in an education environment.

GENERAL INFORMATION

SALARY RANGE

UNDA 2018 General Staff Salary Scales (Full Time Equivalent):

Higher Education Worker Level 5, Step 1 \$73,152 per annum

Plus 12% superannuation and 17.5% annual leave loading.

Salaries shall be adjusted in accordance with the University's pay scales.

APPOINTMENT

This appointment is a part-time (18.75 hours per week) continuous contract which includes a six month probationary period.

APPROXIMATE STARTING DATE

As negotiated with successful applicant.

LOCATION

Learning and Teaching Office

The University of Notre Dame Australia

PO Box 944

Broadway NSW 2007

<https://www.notredame.edu.au/current-students/get-help/campus-maps>

ENQUIRIES ABOUT THE POSITION

Note: This is not to be used for submission of applications

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Jowe Esguerra

Phone: (02) 8204 4151, Email: jowe.esguerra@nd.edu.au

CLOSING DATE FOR APPLICATIONS: No later than 9.00am Monday 12 November 2018

The University is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all.

Shortlisted candidates will be contacted by telephone to arrange an interview.

No further correspondence will be forwarded to unsuccessful applicants.

All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office otherwise your application may not be considered.

SUBMITTING YOUR APPLICATION

To apply for the position, please ensure that your application include the information as required on the website <https://www.notredame.edu.au/about/employment/how-to-apply>

Please ensure you submit the following attachments in PDF format as part of your application

- The application cover sheet
- Covering letter
- Resume
- Selection criteria
- Qualifications
- Evidence of your legal right to work in Australia
- Other clearances (if applicable)

Applications should be emailed or faxed:

Email: jobs@nd.edu.au

Fax: 08 9433 0544

Postal applications should be addressed to:

Staffing Office

The University of Notre Dame Australia

PO Box 1225

Fremantle WA 6959

Thank you for your interest in employment at The University of Notre Dame Australia



POSITION DETAILS

Position Title

School/Office

Where did you learn of this vacancy? Seek The West
 The Australian Campus Review
 UNDA Website Other (please specify)

APPLICANT DETAILS

Title Mr Mrs Ms Miss Dr Prof. Assoc Prof

Given Names Family Name

Postal Address

Suburb State Postcode

Phone Numbers Home Work

Mobile Other

Email Address

Resident Status: (please attach evidence)

Visa Type: (please attach evidence) Visa Expiry Date

Are you an existing UNDA employee? Yes No
 Do you give permission for UNDA to verify your visa status with the Department of Immigration & Citizenship? Yes No
 Do you give permission for UNDA to contact your referees? Yes No
 Do you wish to be considered for similar vacancies at UNDA? Yes No

ATTACHMENTS

Resume Yes No
 Covering letter Yes No
 Selection criteria Yes No
 Qualifications Yes No
 Other clearances (if applicable) Yes No

SIGNATURE

Applicants Signature Date

ACKNOWLEDGEMENT

Thank you for your application and for your interest in employment with the University of Notre Dame Australia.

- All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office. Otherwise your application may not be considered.
- The short- listing process is usually completed within 2 weeks of the closing date.
- If you have not been contacted within this timeframe, unfortunately you have not been successful in being short listed for an interview & no further correspondence will be forthcoming.
- The University reserves the right to appoint by invitation or make no appointment at all.