



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney.
The Objects of the University are the provision of university education within a context of Catholic faith and values and the provision of an excellent standard of teaching, scholarship and research, training for the professions and the pastoral care of its students.

Copyright Coordinator, St Teresa's Library (Part-Time 0.5FTE)

The University Library seeks a qualified Copyright Coordinator to join their team. The Copyright Coordinator works within the University Library to coordinate the University's compliance with the Copyright legislation and the terms of the various copyright licences held by the University. The position is based at the Fremantle Campus but has a national focus, and will provide advice and support to both the Sydney and Broome campuses. The position provides an opportunity to constantly acquire new skills and knowledge and be involved in a variety of duties. Evening and weekend work is not required.

The Application Package for the position is available on our website

<http://www.nd.edu.au/jobs/fremantle.shtml>

or email staffing@nd.edu.au or phone (08) 9433 0805.

For further job-related enquiries please contact Stephen McVey
on (08) 9433 0702 or email smcvey@nd.edu.au

Applications close 4pm Friday 22 January 2010

The University reserves the right to appoint by invitation or to make no appointment at all

**DIVISION OF REGISTRAR AND ACADEMIC SERVICES
ST TERESA'S LIBRARY
FREMANTLE CAMPUS**

DUTY STATEMENT

**COPYRIGHT COORDINATOR
(Level 7, 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.

The Copyright Coordinator works within the University Library to co-ordinate the University's compliance with the Copyright legislation and the terms of the various copyright licences we hold. The position is based at the Fremantle Campus but has a national focus, and will provide advice and support to both the Sydney and Broome campuses.

DUTIES

- Provide a point of reference and expertise in relation to copyright legislation, the copyright licences the University holds and the licensed access to electronic information resources. This involves:
 - monitoring, interpreting and reviewing legislative developments;
 - keeping managers, staff and students informed about copyright issues by researching, synthesising and circulating information about our copyright obligations; and
 - advising senior management on copyright legislation and licensed access to electronic information resources and their impact on University business
- Research and interpret relevant information to provide advice to the Director Library Services on risk management strategies to ensure copyright compliance.
- Develop and coordinate the implementation of policy and procedures relating to copyright, including electronic copying and communication.
- Develop, coordinate, and deliver training and educational programs for the University community to promote understanding of, and compliance with, copyright responsibilities including:
 - presentations and training sessions;
 - maintenance of the copyright web pages;
 - creating and updating the Library FAQs; and
 - other appropriate means.
- Coordinate and manage compliance audits and surveys and prepare statistics and reports for external and internal purposes as required.
- Liaise with relevant staff within the organisation to ensure the development and uptake of effective systems and processes to ensure compliance with copyright legislation
- Negotiate, liaise and consult with external organisations on copyright matters, and represent the University as required.
- Other duties as determined by the Director, Library Service or delegate.

SELECTION CRITERIA

ESSENTIAL

Qualifications and Experience:

- A degree in a relevant information management or legal discipline and substantial relevant experience; or an equivalent combination of knowledge, qualifications and relevant professional experience.

Knowledge, Skills and Abilities:

- Sound understanding of or demonstrated capacity to develop expertise in copyright legislation and issues arising from the implementation of such legislation within a university environment.
- Well-developed research and writing skills including the ability to develop policies and prepare documentation such as standards, procedures, information materials and reports.
- Strong communication skills, including the ability to discuss complex issues and present information clearly and design and deliver training and educational programs.
- Well-developed interpersonal and organisational skills including the ability to:
 - work effectively both independently and as part of a team;
 - take initiative and exercise judgement;
 - set priorities and meet deadlines;
 - develop and maintain effective working relationships with a variety of clients.
- Supportive of the *Objects* of the University

DESIRABLE

- Experience in project management, problem solving and the ability to implement innovative solutions.
- Knowledge of change management practices.
- Sound knowledge of teaching, learning and research practices in a university environment.

Guidelines for Addressing the Selection Criteria

This is the most important part of your application. The Selection Criteria represent the qualifications, abilities, personal attributes, skills and experience a person must have in order to undertake the duties of the position. The **essential criteria** are the requirements which are fundamental to the position. The **desirable criteria** are additional qualifications, skills and experience which may assist the applicant to effectively undertake the duties of the position. It is recommended that:

- Your application be typed.
- You address each criterion separately.
- You provide examples stating where, when and how you have demonstrated the required skills and abilities, and what the results were. A third to half a page per criterion is usually sufficient.

GENERAL INFORMATION

SALARY RANGE

UNDA 2010 General Staff Salary Scales (FTE):

Level 7 Step 1 – 4 \$65,207 - \$72,531

Plus 9% superannuation and 17.5% annual leave loading.

Commencement salary will normally be at the first step of the appropriate salary scale.

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

HOURS

Part-time 0.5FTE. Exact days and times shall be negotiated with the successful applicant.

TERM

Up to a 2 year contract in the first instance, this includes a six month probationary period. All The University of Notre Dame Australia appointments, regardless of level, expire on 31 December.

APPROXIMATE STARTING DATE

February 2010 or as negotiated with successful applicant

LOCATION

St Teresa's Library

The University of Notre Dame Australia

Fremantle WA 6160

<http://www.nd.edu.au/university/fremantleMap.shtml>

ENQUIRIES ABOUT THE POSITION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to: Stephen McVey

Phone: (08) 9433 0702, Email: smcvey@nd.edu.au

CLOSING DATE FOR APPLICATIONS: No later than 4:00pm Friday 22nd January 2010

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.

Mail applications will be acknowledged via the Acknowledgement Slip from the Application Cover Sheet (to be completed by applicant), and email applications will be acknowledged by email.

SUBMITTING YOUR APPLICATION

Your application must be addressed as follows: Ms Megan White Staffing Office The University of Notre Dame Australia PO Box 1225 Fremantle WA 6959	Applications may also be faxed or emailed: Fax: (08) 9433 0544 Email: staffing@nd.edu.au
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APPLICATION REQUIREMENTS

You should ensure that you have read the duty statement and selection criteria for the position for which you are considering applying before proceeding further.

YOUR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:

1. The enclosed **Application Cover Sheet**.
2. **Covering letter**.
3. **Resume** outlining your qualifications, work history and achievements.
4. **Statement addressing the selection criteria**. Applicants must clearly demonstrate that they meet all or most of the essential criteria as outlined in this document to be considered for interview.
5. **Certified copies** of relevant academic transcripts, qualifications, testimonials and Teaching Evaluation Results (for Academic appointments).
6. Provide names and phone numbers of **at least three referees** (either written referees or verbal) who can comment on your work experience. The University, however, reserves the right to contact others, not nominated by the applicant, who can comment on the applicant's suitability for the position. In such situations, the University will seek confirmation from the applicant.
7. If you are not an Australian or New Zealand citizen, **evidence of your eligibility to work in Australia**.

A Federal Police Clearance may be a requirement before commencing in this position.

Pre employment medical may be required and will be discussed at interview.

Please do not include original documents with your application. Photocopies are sufficient at this stage. Should you be selected for an interview, you may then be requested to provide original documents at that time.

PRIVACY STATEMENT

Information provided on your application will be used for the purposes and in relation to your application for employment at The University of Notre Dame Australia. Where the Privacy Principles apply, the University restricts access to the information on your application to those staff members who need the information in carrying out their responsibilities in the appointment of staff to the University.

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

The Objects of the University

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))

PLEASE COMPLETE AND ATTACH TO THE FRONT OF YOUR APPLICATION

Please use **BLOCK/CAPITAL** letters

Title of advertised position: Copyright Coordinator, University Library

Date and location of advertisement: _____

Title: (eg. Mr, Mrs, Ms, Fr,Sr, Dr) _____ Surname: _____

Given Names: _____

Religion: _____ Citizenship: _____

Street Name & Number: _____

Town/Suburb: _____ State: _____ Postcode: _____

Telephone - _____ Work: _____
Home: _____

Mobile: _____ Email: _____

APPLICANT TO COMPLETE THE DETAILS BELOW
PLEASE DO NOT DETACH THIS SECTION

ACKNOWLEDGEMENT SLIP

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

- This slip will be returned to you with a 'Date Received' stamp.
- **Please print your name & address** and the position for which you are applying in the spaces below.
- Applicants will receive this acknowledgement slip within 5 days of submitting their application.
- The short-listing process is usually completed within two 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 and no further correspondence will be forthcoming.**
- **The University reserves the right to appoint by invitation or make no appointment at all.**

Title of advertised position:

Name: Copyright Coordinator, University Library

No. &
Street: _____

Suburb: _____

_____ State: _____ Postcode: _____