

School Library Association of Victoria

Executive Officer Position - Information for applicants

About the Association

The School Library Association of Victoria is a not-for-profit, membership-based professional association representing school libraries and school library personnel from Government, Independent and Catholic schools across Victoria. School library personnel varies from school to school. In referring to 'library teams' the Association has a commitment to all individuals employed as library staff ranging from teacher librarians, teachers, librarians, library technicians, to library assistants and more. SLAV supports all school library personnel whilst maintaining a recommendation that every school employs a teacher librarian.

The Mission Statement of the School Library Association of Victoria states:

SLAV offers dynamic, inspiring opportunities for teacher librarians, librarians and library teams to build their essential role in engaging and developing lifelong learners.

- *Collegiality: Connecting members through a statewide network and community*
- *Leadership: Enhancing awareness of global educational research, innovation and best practice in school libraries*
- *Advocacy: Articulating the role of the school library as a partner in the learning and teaching process.*

As a demonstrably cross-curricular association with over 800 institutional and individual members in all sectors of education, SLAV is a leader in the embedding of the capabilities of both the Australian and Victorian Curriculum into the learning areas and in ensuring that school libraries provide a rich interactive and innovative learning environment for students and teachers using tools and structures of the local and global digital community.

SLAV achieves its mission through:

- 22 regional branch networks through the state linking with over 1,600 schools
- Provision of an extensive range of innovative professional learning programs and print and online resources that support student-centred, inquiry learning
- Support and implementation of research and evidence-based practice initiatives
- Maintenance of successful strategic partnerships with a range of organisations which offer teachers and students the broadest access to high quality programs, resources and collaborative opportunities.

The School Library Association of Victoria is the only provider in the state of such programs and resources for schools.

Governance

The School Library Association of Victoria is governed by a Council which consists of the Office Bearers of the Association (President, Vice-President, Treasurer and Secretary), branch representatives (elected by members of the 22 branches throughout Victoria), Committee Chairpersons and Editors. The Immediate Past President is an ex-officio member of Council. The Council meets at least six times per year and between Council meetings the governance of the Association is handled by the Committee of Management (Office Bearers, Committee Chairpersons, Editors and the Immediate Past President on an ex-officio basis.)

The journals and website

Synergy is a partially refereed online journal published twice annually.

The aim is to bring members a wider view of the world of school librarianship with particular emphasis on current research, direction and ideas in educational practice.

By providing both refereed articles and general material from within the teacher-librarianship community within Synergy, the journal brings quality research and discussion to the field whilst also publishing practical, timely and detailed material

FYI: The journal for the school information professional is a theme-based, print journal which is distributed to all members at the beginning of each school term. Recent themes include the Australian Curriculum, Victorian Curriculum, social networking: pros and cons, inquiry learning, collaborative learning and developing a culture of reading.

Both journals are edited by experienced teacher-librarians and supported by an Editorial Committee (*FYI*) and an Editorial Board (*Synergy*).

The website offers a means of immediate communication with and between members, ensuring that they are updated with Association activities, publications, policies, media coverage and professional resources. Specialised access to professional learning resources, discussions and journals is provided through a member's only area.

Office management and administration

The Association operates from an office in the Dream Factory, Level 2, 90 Maribrynong Street, in Footscray.

An Office Administrator is employed by the Association 3 days per week. The Office Administrator undertakes the administration of the Association including the management of accounts, membership databases, membership enquiries, and liaison with service providers such as conference venues and printers.

For further details regarding the association's programs and resources see: <http://slav.org.au>

The Executive Officer role

General Responsibilities

To work in liaison with the Office Administrator and to manage the day-to-day business of the Association and provide professional advice to teacher librarians, library managers and library teams and all other duties associated with the role of Executive Officer as determined by the Association from time to time.

Professional Consultancy/Professional Development

In liaison with the SLAV Committee of Management & Professional Learning Committee:

- Provide input and advice in relation to educational trends and priorities to SLAV Council through the Committee of Management to assist SLAV's achievement of its strategic planning goals and policy development
- Organise and oversee the running of the Professional Learning Program on behalf of SLAV. The scope and delivery of this program will be decided upon in conjunction with the SLAV Professional Learning Committee and endorsed by the SLAV Committee of Management and Council
- Provide professional advice to SLAV Council through the Committee of Management
- Liaise with tertiary institutions and other organisations in relation to professional learning activities

- Attend briefing sessions and professional learning activities on behalf of SLAV which will enhance the effectiveness of the association.

Publications/Communications

In liaison with the SLAV Committee of Management:

- Investigate and identify possible topics for the production of resource material and publications and manage projects as required
- Provide articles for FYI as negotiated with the editor and provide advice in relation to Synergy as a member of the Synergy Board
- Liaise regarding all SLAV online communications including the maintenance and update of the SLAV website, Bright Ideas, social media accounts, etc
- Seek advertising as appropriate in liaison with the editors of both FYI and Synergy
- Administer production and distribution of FYI, Synergy and other SLAV publications
- Market SLAV membership, activities and materials.

Policy/Administrative Services

In liaison with the SLAV Committee of Management:

- Ensure the maintenance of the membership database and keep SLAV regularly informed as to membership numbers and trends
- Liaise with the Office Manager and SLAV Treasurer to ensure the accurate recording and reporting of all financial transactions of SLAV by showing a breakdown of relevant revenue and expenditure
- Distribute minutes, give notice of and ensure the preparation of papers for Committee of Management and Council meetings
- Maintain accurate accessible SLAV records and archives

Reporting and accountability

In liaison with the SLAV Committee of Management:

- Source and provide professional development articles for FYI as negotiated with the editor and provide advice in relation to Synergy as a member of the Synergy Board
- Attend Committee of Management and Council meetings
- Provide a written report prior to SLAV Committee of Management and subsequent Council meetings regarding recent activities
- Ensure that regular up-to-date financial reports are provided to the SLAV Treasurer for SLAV Committee of Management and Council
- Liaise with the Treasurer and the Public Officer of SLAV in relation to financial auditing requirements and statutory obligations.

Profiling

In liaison with the SLAV Committee of Management:

- Manage and implement profiling/advocacy strategies as identified
- Be available to represent SLAV on committees or with organisations as negotiated, eg. CPTAV Council, cross sectorial career profiling committees
- Visit branches of SLAV (indicatively two country, two metropolitan per year) and promote SLAV in formal or informal school library networks.

Hours of Work

The Executive Officer will work thirty-two (32) hours per week. The Association's office operates between the hours of 9.00 am and 5.00 pm. Flexibility in relation to these hours is required so that the Executive Officer can attend the Association's conferences, Council and Committee of Management Meetings, briefing sessions, professional development activities

and branch meetings.

Contract and remuneration

A 12 month contract will be offered to the successful applicant and an appropriate remuneration package will be negotiated.