

# Role Description

## Audio Visual – Information Technology Assistant



**MOUNT LILYDALE**  
MERCY COLLEGE

<b>Accountable to:</b>	IT Manager
<b>Work allocated by:</b>	IT Manager IT, AV and Theatre Technician

### Principal Accountabilities

“Catholic schools are the spearhead of the Church’s mission to the world. The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ’s teaching.”

The core purpose of the Catholic school is to move forward the mission of Jesus and the Church in partnership with parents and parish for the formation, education and development of the students entrusted to the school.

Leadership in a Catholic school involves the capacity to articulate and support the vision and mission of the College and the ability to link that vision and mission with the day-to-day programs. Leaders must have the ability to communicate expected behaviours and outcomes for staff.

As a leader in a Catholic school an important goal is to enhance Catholic identity, so that all may recognise God’s presence permeating every aspect of the school. This is done by strengthening the integration of faith, life and culture, inviting students to discover God’s presence in their daily lives and engaging them in a dialogue between their life experiences and Catholic teaching.

*Adapted from statement Catholic Education Office, Melbourne*

### Responsibility

The AV/IT Assistant at Mount Lilydale Mercy College (MLMC), has an important role in supporting the technical Audio-Visual infrastructure and operations across various venues within the College. Reporting IT Manager but under the supervision of the IT, AV and Theatre Technician, responsibilities encompass the setup, operation, maintenance and troubleshooting of audio-visual (AV) systems, lighting setups and classroom AV technologies. The role also involves shared responsibility with the Centennial Hall Manager/Senior AV Technician for managing after-hours events, requiring flexibility in working hours and occasional weekend work.

### Key tasks associated with this role include

#### Audio Systems:

- Assist in setting up and operating intermediate to advanced live audio systems, utilising Allen & Heath SQ and Qu series digital audio consoles.
- Provide support in Audio mixing for live and monitor setups simultaneously from the same console or through a networked setup (Slink/dSnake).
- Execute soft and hard audio patching with precision, utilising digital stage boxes and venue patching.
- Maintain and troubleshoot UHF microphone systems, encompassing Sennheiser and MiPro handheld, backpack & Headset systems.
- Manage various wired microphones, FOH, and foldback speaker systems across different setups, environments, and scales.
- Play an active role in troubleshooting and maintaining portable speaker systems for diverse events and functions.

### **Lighting Systems:**

- Provide comprehensive assistance in setting up and operating intermediate to advanced lighting setups, using MA Lighting Systems (Dot2 on PC).
- Support soft and hard DMX patching and ability to program dimmer racks for optimal performance and flexibility in lighting configurations.
- Undertake meticulous maintenance, rigging, and utilisation of static halogen, LED, and intelligent moving head lighting fixtures.
- Assist in setting up and operating smoke and haze machines, as well as confetti cannons, ensuring adherence to safety protocols and effective management of atmospheric effects.
- Offer adept troubleshooting support for lighting systems, including managing counterweight fly systems for lighting rigs and hanging set pieces.

### **Classroom AV Systems:**

- Provide comprehensive support in maintaining and troubleshooting classroom AV systems, including projectors (e.g., Epson) and associated networking for seamless connectivity.
- Perform basic maintenance tasks related to Extron, Crestron, and RTI keypads and touch panels. There is no need for programming knowledge.
- Offer support for networked PA/speaker systems, facilitating effective communication and multimedia delivery within classrooms.
- Demonstrate proficiency in maintaining, replacing, and troubleshooting cabling and connections, ensuring uninterrupted functionality of classroom AV systems.
- Assist in managing Apple TV and Airplay systems, facilitating wireless content sharing and enhancing interactive learning experiences in classrooms.

### **Other IT/AV Systems:**

- Provide support in using, installing, and maintaining networked and 100v line PA systems, including transitions to IP-based systems.
- Offer support for the operation of the Bus Bay PA system, Signapps Digital Signage systems, Zoom video conferencing, IP telephony, CCTV IP Camera systems and other IT/AV related systems, contributing to enhanced communication, security, and collaboration within the College community.
- Ensure the continued working condition of the College's Emergency Two-Way radios.

### **Attributes**

- Experience and technical proficiency in with IT technologies and AV systems integration including setup, operation and troubleshooting.
- Experience in Active Directory, DHCP, VLAN and IP addressing configuration and troubleshooting
- Experience in supporting Chrome OS, MacOS and Windows environment
- IT networking skills
- Experience with specific AV equipment, including digital audio consoles (e.g., Allen & Heath SQ and Qu series), microphones (e.g., Sennheiser and MiPro UHF systems), and lighting fixtures (e.g., static halogen, LED, and intelligent moving head fixtures), is highly advantageous.
- Familiarity with multimedia projection systems (e.g., Epson projectors) and interactive displays commonly used in educational settings.
- Strong problem-solving skills, with the ability to diagnose technical issues promptly and implement effective solutions.
- Attention to detail and adaptability in addressing specific needs across various AV setups and environments.
- Effective communication and collaboration skills, with a commitment to supporting the technological needs of MLMC.
- Flexibility with working hours and a proactive approach to meeting the demands of after-hours events and technical operations.
- Ability to exhibit innovative and flexible approaches to a complex and fast-paced work environment.

### **Conditions of position**

All staff are expected to:

- All employees will commit to upholding and supporting the College's Mercy ethos and meet expectations as set out in the MLMC College Policies, Procedures, Guidelines and the Staff Handbook.

- Demonstrate commitment to Ministerial Order No. 1359 “Child Safe Standards – Managing the risk of child abuse in schools” and MLMC Child Safety Policy.

## Occupational Health and Safety

As per Current College Policies

## Hours of work

Hours of work are between 8.00am – 4.36pm (excluding a 30-minute lunch break) with a maximum of 7.6 hours worked in any one day but ensuring the needs of the College are met. There is occasional out of hours work, including weekends and events with this role.

## Appraisal

All staff within the College will be expected to undertake an appraisal process the type and timing of which will be decided by the Principal.

## Special responsibilities

As directed by the Principal

## NOTE

The AV IT Assistant role description cannot be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and status of the post with MLMC. The position encompasses participation in decision making processes and other activities relevant to the role which may require occasional involvement outside the currently designated College hours.

**Adopted:** April 2024

**To be Reviewed:** April 2027

Philip Morison, Principal



**Applications are invited from highly motivated and resourceful professionals to join our IT team in the role of**

## **Audio Visual – Information Technology Assistant**

We are seeking a qualified, motivated and enthusiastic person to join our **on-site** team in a **permanent, full-time** capacity.

The successful candidate will be part of a team that ensures the smooth running of IT and AV within the College.

The AV/IT Assistant has an important role in supporting the technical Audio-Visual infrastructure and operations across the College. Responsibilities encompass the setup, operation, maintenance and troubleshooting of audio-visual (AV) systems, lighting setups and classroom AV technologies. The role also involved managing after-hours events, requiring some flexibility in working hours and occasional weekend work.

### **Who will the successful applicants be?**

- Experience and technical proficiency in with IT technologies and AV systems integration
- Experience in supporting Chrome OS, MacOS and Windows environment
- IT networking skills
- Experience with specific AV equipment, including digital audio consoles, microphones and lighting fixtures is highly advantageous.
- Familiarity with multimedia projection systems (e.g., Epson projectors) and interactive displays commonly used in educational settings.
- Strong problem-solving skills, with the ability to diagnose technical issues promptly and implement effective solutions.
- Flexibility with working hours and a proactive approach to meeting the demands of after-hours events and technical operations.
- Demonstrated ability to work autonomously or as part of a team
- Exemplary organisational skills with the ability to prioritise workload.
- It will be of an advantage to have worked in a busy secondary school.
- Ability to be resourceful and have a desire to learn other school-based systems.
- Have (or able to obtain) a current Employee Working with Children Check and National Police Check prior to commencement.

### **How to apply**

- Applications **must include a completed application form and address the Key Tasks criteria** in the Role Description available on our website (<https://www.mlmc.vic.edu.au/about-us/employment> ).
- Applications **must include a Covering Letter and CV** as well as the **Application Form**.
- The names of three confidential referees and their contact details should be included in the application.
- All staff are expected to support the Catholic ethos of the College and to abide by the Statement of Principles Regarding Catholic Education.
- Mount Lilydale Mercy College is an equal opportunity employer.

All enquiries can be directed to the Human Resources Coordinator on 9735 4022 or by email to [employment@mlmc.vic.edu.au](mailto:employment@mlmc.vic.edu.au)

**Applications Close: 4:00pm, Monday 22 April 2024.**

**Applications will be assessed as they arrive and we retain the right to employ candidates prior to the closing date.**

*This College community promotes the safety, wellbeing and inclusion of all children.*



120 Anderson Street  
LILYDALE VICTORIA 3140  
Telephone: 03 9735 4022  
Facsimile: 03 9735 2786

Email: [employment@mlmc.vic.edu.au](mailto:employment@mlmc.vic.edu.au)

## **APPLICATION FOR EMPLOYMENT – NON-TEACHING**

Mount Lilydale Mercy College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to work in a school:

- Working with Children Check status
- Proof of personal identification and any professional or other qualifications
- The person's history of work involving children
- References that address the person's suitability for the position and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

**I HEREBY SUBMIT MY EMPLOYMENT**

**APPLICATION FOR THE POSITION OF**

**ADVERTISED IN** \_\_\_\_\_

**CLOSING DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

### **PERSONAL DETAILS**

<b>SURNAME</b>	<b>FIRST NAME(S)</b>	<b>MIDDLE NAME(S)</b>	<b>TITLE</b>
<b>ADDRESS</b>	<b>PARISH I ATTEND</b>	<b>CONTACT DETAILS</b>	
		<b>Private</b>	
		<b>Mobile</b>	
		<b>Email</b>	
<b>DATE OF BIRTH</b>	<b>RELIGION</b>		
<b>WORKING WITH CHILDREN CHECK NO.</b>	<b>WORKING WITH CHILDREN CHECK TYPE</b> (Employee or Volunteer)		

## EDUCATION

Please attach copies of Degrees, Diplomas, Certificates and Transcripts

SCHOOLS, COLLEGES, UNIVERSITIES ATTENDED	DATES FROM – TO	FULL TIME/PART TIME	NAME OF QUALIFICATION ATTAINED

## CURRENT EMPLOYMENT

Position & Duties		Current Employer	
		Name	
		Address	
Other Duties		Telephone	
Date Appointed	Current Salary Level		Name of Employer

## PREVIOUS EMPLOYMENT

Employers Name	Position & Duties	Employed from/to (dates)

## VOLUNTEER WORK

Organisation Name	Position & Duties	Volunteered from/to (dates)

(Note: you must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)

**REFEREES (Please include your Parish Priest or Ministry as a Referee) \***

Name	Position	Organisation	Telephone

\*Please note we reserve the right to contact other referees as required

**INTERESTS**

Membership of Professional, Parish, Community Organisations	Interests, Sporting Activities, Interests etc.

**SUPPORTING STATEMENT**

Please attach a Supporting Statement and Resume along with a copy of your Working with Children Check and current National Police Check.

**ARE YOU CURRENTLY RECEIVING WORKCOVER PAYMENTS**

Yes  No

**PRE-EMPLOYMENT DISCLOSURE QUESTIONS**

It is an inherent requirement of the position that you be a person suitable to work in a school. Each of the following questions are relevant in determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?

No  Yes

If yes, please provide details:

2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?

No  Yes

If yes, please provide details:

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

No  Yes

If yes, please provide details:

4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including Principal any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in Questions 1 – 3 above and to ask about your suitability to work with children?

**No**

**Yes**

If no, this will be discussed further if you are offered an interview.

### **APPLICATION DECLARATION**

**I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.**

**I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.**

**I understand that all applicants are required to undergo screening which may include a National Police Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the College's child-safe policy and Code of Conduct. I have read and understand the College's Child-Safe policy and Code of Conduct.**

**I understand and accept that my appointment to the position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Form for Disclosure of Pre-existing Injuries/Diseases

Pursuant to s41 of the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act) it is requested that you disclose any pre-existing injuries and diseases suffered by you, of which you are aware, and which could be affected by the nature of the proposed employment offered to you.

I declare that I am aware of the following pre-existing injuries and/or diseases:

OR

I have no such pre-existing injury or disease.

Name: .....

Signature: .....

Date: .....

Section 41 (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act) will apply to a failure to make such a disclosure or the making of a false or misleading disclosure. Section 41 (2) states:

If this subsection applies, any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker to compensation under this Act.

Any information provided on this form will be used for the purposes of Section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act) only.

## A Statement of Principles Regarding Catholic Education

### The task of the Catholic school

*Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subject taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian.*

(Congregation for Catholic Education, *The Catholic School*, 1977)

This same goal is expressed by the Victorian Catholic community which desires its schools to be communities of faith.

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between staff and pupils.

Pope John Paul II spelt out key implications of this for staff who work in Catholic schools:

*The Church looks upon you as co-workers with an important measure of shared responsibility ... To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge ... [The changing times] demand that educators be open to new cultural influences and interpret them for young pupils in the light of Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching ... But your responsibilities make demands on you that go far beyond the need for professional skills and competence ... Through you, as through a clear window on a sunny day, students must come to see and know the richness and joy of a life lived in accordance with Christ's teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest.*

(Pope John Paul II, Address to Catholic Educators, September 12, 1984)

Pope John Paul II clarified this further when he spoke on Catholic Education in Melbourne:

*I welcome you into that chosen group called by the Church to educating young Catholics in the faith. In a very special way, you share in the Church's mission of proclaiming the good news of salvation. Not all of you may be teaching catechetics, but if you are on the staff of a Catholic school, it is expected, and it is of the utmost importance, that you should support the whole of the Church's teaching and bear witness to it in your daily lives ... Certainly your work demands professionalism, but it also demands something more. Your professionalism as teachers involves tasks that are linked to your Baptism and to your own commitment in faith ... No matter what subject you teach, it is part of your responsibility to lead your pupils more fully into the mystery of Christ and the living tradition of the Church ... The parish primary school, where younger children receive their early lessons in the faith, remains a cornerstone of the pastoral care of Australian Catholic people. Here the community of faith hands on the timely message of Jesus Christ to its youngest members ...*

*More difficult challenges face the Catholic secondary school. Here students must be helped to achieve that integration of faith and authentic culture which is necessary for believers in today's world. But they must also be helped to recognise and reject false cultural values which are contrary to the Gospel.*

(Pope John Paul II, Address to Catholic Education, November 28, 1986)

Pope Benedict stated when addressing Catholic educators in the United States of America in 2010:

*Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe Salvi, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterised by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church.*

(Pope Benedict XVI, Address to Catholic Educators, April 17, 2008)

And in an address to Catholic teachers during his visit to England in 2010, His Holiness stated:  
*As you know, the task of a teacher is not simply to impart information or to provide training in skills intended to deliver some economic benefit to society; education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom.*

...

*It means that the life of faith needs to be the driving force behind every activity in the school, so that the Church's mission may be served effectively, and the young people may discover the joy of entering into Christ's "being for others".*

(Pope Benedict XVI, Address to Catholic Teachers, September 17, 2008)

This philosophy of Catholic education, expressed in a growing number of documents and policy statements, guides the Catholic school in its functioning. Whilst it is accountable to the general community for the provision of quality education to young citizens, it is also accountable to the Church community for providing this within the context of the Gospel and its values as expressed in Catholic doctrine. The Catholic school is more than an educative institution: it is a key part of the Church, and an essential element in the Church's mission. So too staff in the Catholic school are more than employees – they minister in the name of the Church and of the Gospel.

All staff in the Catholic school have an indispensable role to play. It is expected of all employed in a Catholic school that they:

- (a) accept the Catholic educational philosophy of the school;
- (b) develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;
- (c) by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;
- (d) avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act;
- (e) in relation to teachers, comply with the Accreditation Policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic school, and other CECV policies;
- (f) be committed to regular ongoing professional development;
- (g) be qualified as required by state authorities;
- (h) be a person suitable to work with children



## MLMC MISSION STATEMENT

*He answered, "You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and your neighbour as yourself." Luke 10:27*

We seek to educate future generations in a way that inspires a love of learning, life and God. We commit to drawing inspiration from the following statements as a source of witness to who we are and what we aspire to be.

### LEARNING

#### **Diversity**

We endeavour to offer a dynamic, challenging and diverse range of learning opportunities.

#### **Lifelong learning**

We encourage motivation, perseverance & creativity to promote lifelong learning.

#### **Excellence**

We value and engender personal responsibility and pride in pursuit of personal best.

### SPIRITUALITY

#### **Gospel Teachings**

We seek a deeper spiritual understanding and commitment to the Gospel.

#### **Dignity**

We believe in the dignity of the human person and we strive for the Common Good.

#### **Service**

We commit to serve and educate through living our Mercy values.

### COMMUNITY

#### **Inclusiveness**

We seek to invite, welcome and respond to the needs of each member of our community.

#### **Connection**

We enhance our partnership with others by connecting through our rich Mercy Tradition

#### **Celebration**

We commit to celebrating the joys, successes and hopes of all at MLMC.

## **CORE STATEMENT OF PURPOSE**

We at Mount Lilydale Mercy College, inspired by the Mercy tradition of Catherine McAuley, commit ourselves to striving for excellence in education grounded in the Gospel teachings of Jesus Christ.

## **VISION FOR MERCY SECONDARY EDUCATION**

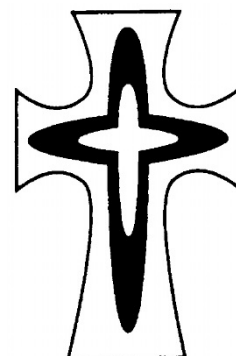
“Conscious of our deep need for mercy, we have pledged ourselves to join in the saving mission of the Church as it becomes, with and in and through Jesus, the incarnation of God’s Mercy. Our gift as Sisters of Mercy is to know God’s loving kindness and to share it with others” (Mercy Congregation Constitutions, 1983, 1:02-1:03).

The Sisters of Mercy see education as a major form of responsibility which flows out of their particular vocation in the Church as sharing in the mission of mercy of Jesus Christ, who came to reveal to all people the steadfast merciful love of God for them. In particular, the Sisters of Mercy and those who work alongside them are called to make known this merciful love of God through an apostolic service to those in need.

As a community of believers, each Mercy school strives to proclaim the message of Jesus through the distinctive spirituality of the Sisters of Mercy. This spirituality is marked by faith in Jesus Christ, commitment to the primary of love, an understanding of the world informed by faith and the celebration of the Eucharist in union with the poor and suffering. It is also marked by a devotion to Mary, Mother of God and Mother of Mercy, a trust in God’s loving providence, a respect for the dignity of the human person and a strong sense of social justice.

Each Mercy secondary school strives to reflect in its structures, curriculum and practices and in the quality of the relationships within it, the particular spirit of mercy which Jesus lived and taught. Each school endeavours to reflect its commitment to these values by expressing its unity and solidarity with the poor, the unemployed, the distressed and the marginalised through its service to the community. Through their faithfulness to the spirit of Catherine McAuley’s vision, Mercy schools work to provide a Catholic Education which enables the formation of the whole person imbued with those values which Catherine exemplified.

**EACH MERCY SECONDARY SCHOOL  
STRIVES TO REFLECT IN ITS  
STRUCTURES, CURRICULUM AND  
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THE RELATIONSHIPS WITHIN IT, THE  
PARTICULAR SPIRIT OF MERCY WHICH  
JESUS LIVED AND TAUGHT.**



# ***EMPLOYMENT COLLECTION NOTICE***

## **Privacy Statement**

1. In applying for this position, you will be providing Mount Lilydale Mercy College with personal information. The College can be contacted at 120 Anderson Street, Lilydale 3140, Telephone: 9735 4022, Fax: 9735 0266, or email: [employment@mlmc.vic.edu.au](mailto:employment@mlmc.vic.edu.au)
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations e.g. other Catholic Colleges, other schools, confidential referees and Catholic Education Office.
5. Our policy is to conduct a criminal record check regarding whether you are or have been the subject of an AVO and certain criminal offences.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties.