

LIBRARY OFFICER POSITION DESCRIPTION



Churchie.

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Library Officer
School / Organisational Department:	Centenary Library
Reports To:	Head of Library and Learning Services
Type of Employment:	Part Time, Term Time (38 hours a week 42 weeks per year)
Date:	October 2024

Primary Purpose of the Position

The Library Officer will be based in the Centenary Library and implement the vision of the School through building and delivering effective library and information services and programmes that contribute to the development of lifelong learners.

The Library Officer will work effectively in a rapidly changing information and technological environment and contribute to the provision of high-quality information services within the School's mission of the Making of Men for the global community. The Centenary Library operates with extended service times to provide full-service support between 7:00am and 8:00pm, Monday to Friday.

Key Accountabilities

Duties and responsibilities include, but are not limited to:

- Providing a Help Desk support service by answering enquiries about the Library and its services via a rostered time at the Library Help Desks including:
 - Understanding staff and students' information needs and assisting them with locating and using online and printed information resources
 - Providing referencing guidance and assistance
 - Supporting and resolving basic issues associated with the Library's lending service
 - Addressing client technology queries such as printing, file management, assessment presentation (print and multi-modal)
 - Scheduling and booking of library resources and spaces.
 - Communicating with students, staff members, parents, suppliers and system support as appropriate
- Liaise with external tutors and Old Boy tutors in the library, ensuring their compliance with school policies and procedures including:
 - Assist in co-ordinating an academic integrity induction course
 - Assist in co-ordinating after school tutoring, study days and study camps
- Undertake limited supervision of afterhours library staff
- Providing administrative support to the Library team
- Opening and closing of the Library on a rostered basis

- Assisting with library events as required
- Maintaining learning resources in print and online
- Actively contributing to Library committees and other fora as required.
- Aiding with the Library Help Desk co-ordination, which may include displays and maintenance of internal documentation
- Providing a duty of care for students in the Centenary Library after school hours

Additional duties may be required by the Head of Library and Learning Services and Teacher Librarians.

Personal Attributes:

- Demonstrated effective communication skills, with an ability to communicate with people on all levels
- Ability to develop effective, professional working relationships with the wider school community including students and their families
- Well-developed organisational and time management skills with an ability to work with a number of conflicting tasks and priorities, and meet requested deadlines
- Show initiative and work flexibility as part of a team in order to reach desired outcomes
- Ability to accept direction, and take responsibility for tasks and be able to perform duties independently
- Follow policies and procedures, including maintaining confidentiality.

Other Information

Applicants are expected to be committed to the principles of Christian education and will comply with the School's values, code of conduct, and standards for all staff and volunteers.

Personal Growth

- Pursue professional development opportunities both at Churchie and externally in order to keep abreast of changes in education and appropriate subject areas;
- Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops.

Spiritual Awareness

- Attend Staff Chapel services as a model for colleagues.

Community Service

- Support Community Service initiatives at the School.

Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Smoking (inclusive of vaping under QLD legislation) is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

From time to time additional duties may be required by the Supervisor, Executive or the Headmaster.

Child Protection

All employees of Churchie are required to familiarise themselves with the Protecting Children and Young People in Anglican Education Policy. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact with and ensure compliance with the Schools' Code of Conduct and Statement of Commitment at all times. As such all potential employees are subject to a screening process prior to appointment. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold a current Working with Children Check (Blue Card) QLD; be registered with and maintain registration with the Queensland College of Teachers (QCT); or have a current and valid registration with the Australian Health Practitioner Regulation Agency (AHPRA) prior to commencement and throughout the term of employment.

Selection Criteria

The successful candidate will have:

1. Formal qualifications (Diploma minimum) in Library Studies;
2. Ability to work a variable standard workday between the hours of 7:00 am and 8:00 pm, Monday to Friday to facilitate operational requirements of the Centenary Library.
3. High skill level with technology, specifically MS Office and Teams with an understanding of database functionality, prior experience with a school database system preferred.
4. Demonstrated knowledge and use of library systems, information resources and reference materials to assist with the student experience;
5. Proven experience and interest in the use of Information Technology from an Educational Institutional Library environment;
6. Experience in developing reading and information fluency programmes;
7. Ability to enhance teaching and learning across the School by working with teachers, subject co-ordinators and Heads of Faculty;
8. Demonstrated organisation and time management skills. Skilled practitioner in being highly accurate and timely when given assigned tasks.
9. Strong communication, interpersonal and public relations skills. The ability to work as part of the administrative team.

10. Well-developed oral and written communication skills and ability to attend to a high level of customer service.
11. Ability to work as part of a dynamic team and prioritise tasks according to the needs of the team within which you support.
12. Demonstrated ability to meet deadlines, manage projects and schedules, collaborate, problem solve, work under pressure and establish priorities.
13. Willingness to support the spiritual, community and cocurricular life of the School.
14. As this is a non-academic appointment the successful candidate must have proof of eligibility to work in Australia, have a current and valid Blue Card.