

Position Description

Library Technician

Purpose of position	The Library Technician is responsible for supporting the Head of the Resource Centre, and the teacher librarians, to provide library services, physical and digital, to the College community and to liaise with relevant individuals and organisations beyond the College community.
Staff Team	Calthorpe Resource Centre Team
Reporting to	Head of the Calthorpe Resource Centre
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - Cookes Road, Doreen (as of 2023)
Classification	Education Support Officer Level 3, Category C
Salary and benefits	<ul style="list-style-type: none"> Salary range (at time of advertisement): \$75,154 - \$85,156 Salary includes ESO Level 4 salary Seven week's Annual Leave is provided Flexible workplace and salary packaging arrangements are available
Commencement date	8 May 2023
Employment conditions	<ul style="list-style-type: none"> Full-time and ongoing Working hours are Monday to Friday between 8.00am – 4.36pm <p>The successful applicant will:</p> <ul style="list-style-type: none"> be employed under the Victorian Catholic Education Multi Enterprise Agreement 2018 hold a Working With Children Check - Employee be subject to a satisfactory National Police Record Check <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Eligible for membership of ALIA as a Library Technician with Certificate IV or higher.</p> <p>Relevant experience in Library Management Systems (Oliver v5), cataloguing (original & copy), video streaming systems, Overdrive eBook management, production of LibGuides.</p> <p>Some experience with using Synergetic is an advantage.</p>

	<p>Working knowledge of MS Office applications including Excel, Word, Powerpoint and Outlook.</p> <p>Experience in the education sector.</p> <p>Experience working in a customer service orientated role with children is an advantage.</p> <p>A current Victorian driver's licence and access to vehicle.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.</p>
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Key duties and responsibilities

- Assist in matters of collection development and processing:
 - cataloguing of resources
 - curation of online resources including, but not limited to: Clickview, Databases, LibGuides, Overdrive, Weblinks
 - ongoing maintenance of circulation database
 - end processing of library materials
 - managing borrower overdue and out of cycle student/staff departures
- Assist with the administrative duties of product ordering, goods received, invoicing, and account queries
- Assisting teachers with classes as required
- Help library users to locate resources to meet their need
- Assist library users to become proficient in using online resources, in consultation with the Head of the Resource Centre
- Promote library resources to teachers and students as required.
- Promote events such as the Premier's Reading Challenge, Book Week, etc.
- Assist students and other staff members with queries
- Monitor student attendance during timetabled study periods
- Organise and create displays
- Circulation Desk duties
- Oversee student helpers during recess and lunch
- Shelving, shelf reading and shelf tidying
- Support students to engage with the library in a positive manner by providing a range of Library-based activities during recess and lunch times
- In liaison with key staff, assist with the organisation and running of events (Open Day, Premier's Reading Challenge, Book Week, author visits, SLAV regional meetings, Workshops, etc)
- Participate in stock-take and weeding projects
- Contribution positively to team objectives
- Offer positive assistance to library team members and other colleagues, to successfully achieve tasks within time frames
- Actively support the Resource Centre's aims, objectives, programs and projects
- Foster the culture of Child Safety at the College

- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the qualifications, skills, and experience to perform the duties and responsibilities of the position
- Ability to be flexible and adaptive in a busy and dynamic environment
- Ability to manage multiple concurrent projects and meet deadlines
- Proven experience with a Library Management System and Microsoft Office
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through a collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards of communication
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

Position description updated:

March 2023