



INFORMATION SPECIALIST - LIBRARY POSITION DESCRIPTION

REPORTING TO:	Resource Centre Manager
CAMPUS:	Heathdale Campus'
TENURE:	Permanent – Part Time (2 days p/w)

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton. The Library Technician will work and act in accordance with the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practices of the College.

POSITION SUMMARY:

The Information Specialist – Library, will support staff and students of the College in the full utilisation of the library services, resources and facilities.

This position will be responsible for providing direct customer service and support to students and teaching staff including, limited to library services, resources, library information services, library technical support and promotional activities.

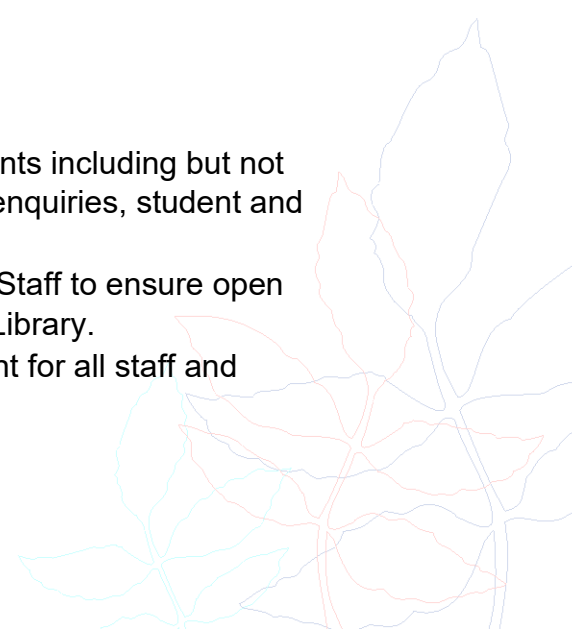
KEY RELATIONSHIPS:

- Resource Centre Manager
- Library Staff
- Library Teachers
- Students
- Learning & Teaching Coordinators
- Relevant Professional Bodies

KEY RESPONSIBILITIES & DUTIES:

A. Customer Service

- Be the point of contact duties for staff and students including but not limited to, circulation desk enquiries, reference enquiries, student and staff enquiries.
- Work closely with Library Teachers and Library Staff to ensure open communication of work being completed in the Library.
- Maintain a safe, healthy and friendly environment for all staff and students.





B. Resource Operations

- Process and catalogue Library resources.
- Assist in collection development, catalogue new and existing resources using SCIS and original cataloguing and technical processes
- Shelving and shelf reading resources using dewy decimal system
- Cleaning library books and shelves
- Assist with performing overdue notices, and records
- Assist and direct staff and students in the use of the library databases
- Use of the Bookit system
- Coordinate stocktakes of the collections as required.
- Assist with regular reviewing and culling of the collections.
- Assist in supervision of students within the library.
- Work closely with Library Teachers and Resource Centre Manager on relevant tasks.

C. Technical Functions

- Operate and use AV equipment and be able to trouble-shoot minor technical problems with in the library
- Complete relevant stocktakes.

D. Learning & Teaching Support

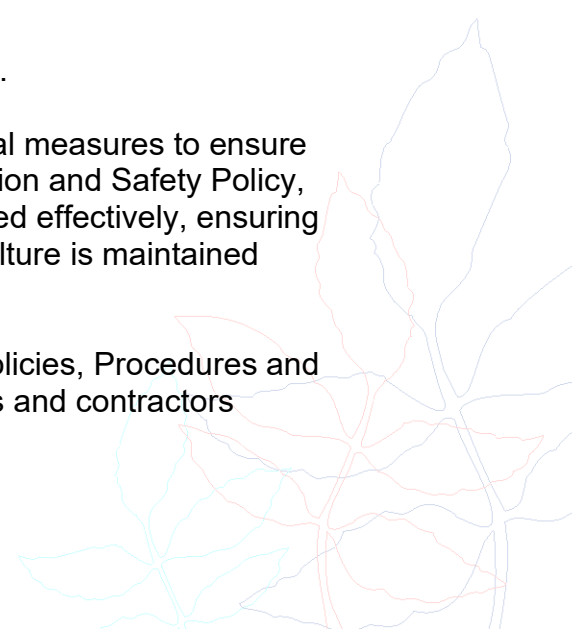
- Maintain a strong knowledge of resources, both online and hard copies.
- As required, liaise with relevant teaching staff or Library teachers to acquire and/or promote resources for Learning & Teaching.
- Promote reading through recommendations and displays to the college community
- Content curation and data entry into Libguides Web interface.
- High level of computer skills and information literacy

E. Child Safety

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors





working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

F. Interpersonal Skills

- Demonstrate a high level of communication, professional and interpersonal skills when relating to teachers, students, parents and colleagues.
- Willingness to attend professional development days/sessions.
- Provide assistance to other team members and colleagues if or when required.

GENERAL AND ADMINISTRATIVE:

- Provide a calm and welcoming environment that leaves a positive impression of the College
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.
- Participate and attend staff meetings.
- Ability to work autonomously and/or part of team
- Strong organisational skill in prioritising own workload.
- Willingness to attend professional development days/sessions

OTHER DUTIES:

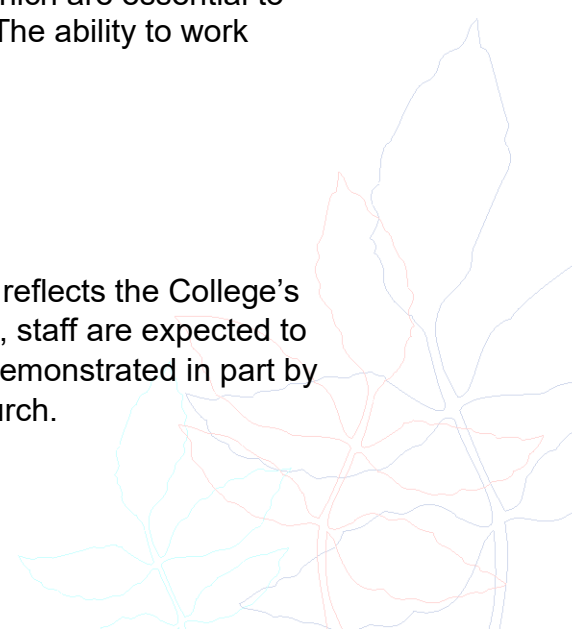
Any other assigned duties may be directed by the Resource Centre Manager or Director of Business Services or their nominee as required and in consultation.

You display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time.

COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.





- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment day.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

REMUNERATION:

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by Resource Centre Manager.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Strong desire to undertake further studies and obtain Diploma qualification in Library or relevant work-related experience
- Strong communication skills, both verbal and written
- Ability to work as part of a team
- Strong skillset in the use of technology
- WWCC 'E' and police check



ATTACHMENT 'A'
Key Relationships defined:

WITH	PURPOSE	FORM
Resource Centre Manager	Report to and work with Resource Centre Manager to ensure successful operations of the Heathdale Libraries.	On a 'as needs basis'
Library Staff	Work closely with your colleagues to ensure learning opportunities and team-work.	On a 'as needs basis'
Learning and Teaching Coordinators	Work closely with the Learning and Teaching Coordinators to assist student development.	On a 'as needs basis'
Students	Manage the student interactions as needed.	Regular
Relevant Professional Bodies	Develop a working relationship with relevant Professional Bodies to ensure we are across emerging/new trends.	On a 'as needs basis'

