

JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

Librarian – Good Shepherd Lutheran College - Part Time (0.6)

Purpose Statement:	We inspire and equip students to flourish as compassionate, highly capable people who enrich the lives of others, guided by Christian values
Culture:	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious
Position Title:	Librarian – Good Shepherd Lutheran College
Position Classification:	Lutheran School Officer – Library stream Grade 6 Lutheran Schools NT Collective Agreement 2025 or its replacement
Hours of Work (FTE):	Part-time (FTE 0.6) 22.8 hours per week
Tenure	Permenemt
Working Relationships:	• Responsible to the Principal through the Director of Business Operations • Collaborates with Business Manager for resource planning, management and major projects. • Collaborates strongly with Heads of Learning and Teaching, Teacher Librarian, Learning Area Coordinators, Curriculum Coordinators, Information and Digital Specialists and the Information Technologies team. • Professional interaction with all students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College
Special Conditions:	• Current NT Working With Children Clearance (Ochre Card) • The successful applicant will need to provide a satisfactory National Police Check prior to commencement. • Inherent physical requirements of adequate mental acuity and stability, strength, mobility, vision and hearing to perform duties and to ensure child and work safe environments.

Job Description

Position Summary (summary of the position in relation to the College's goals)

The College Librarian is responsible for the oversight of library services, systems and staff that ensure the resources, approaches and infrastructure reflect contemporary and futures focussed approaches. Direct outcomes of the Librarian's leadership and oversight will result in an educational and information rich environment where staff and students have the opportunity to fulfil their potential for intellectual, emotional, physical, spiritual and psychological growth.

The College Librarian collaborates with Teacher Librarians in the oversight of a stimulating and engaging learner centred library program and the provision of a range of support services to staff and students. The role collaborates and partners with the College Business Manager to ensure adequate management and planning of resources, capital expenditure and a business plans that results in a sustainable and fit for purposes library operation, inclusive of digitisation, licensing, copyrighting, collection management and management of physical spaces.

The College Librarian will work with Senior Staff to ensure staff and student skill development in areas such as information management, research and information literacy, and that the facilities are appropriate and safe for the purposes of inclusive learning environments. They will ensure adequate staffing and resource requirements to support relevant areas of the International Baccalaureate Primary Years Program (IBPYP), Australian Curriculum, Assessment and Reporting Authority (ACARA) and Northern Territory Certificate of Education and Training (NTCET) programs are achieved.

All staff are expected to continually engage in professional learning and development to ensure that the College is well equipped and that our services and facilities are contemporary and high quality.

Key Responsibility Areas (KRAs)

- managing and resourcing a library, and/or supporting research programs
- supervising and leading staff
- managing major projects, including information technology systems and applications in a resource environment
- designing, directing, and applying services to meet the information needs of diverse stakeholders (staff, students, families, community)
- developing programs that are responsive to College needs, following evidence-based analysis
- providing expert advice or consultancy services on strategic information management, access, organisation and retrieval
- developing strategic plans, preparing budget submissions and briefings for general management
- marketing and promoting a library or information management service.
- participating as a member of Business Manager's Advisory Group
- planning for key events (eg Book Week, Book Fair) in the Library calendar and coordinating appropriate human and other resources
- Fulfil any other duties as directed by the Principal or delegate

Other Duties

- Demonstrating values and integrity that align with the College's objectives
- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in school events and activities of the College as required.
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report and concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Apply the principles, purposes and practices of Growing Deep, the Lutheran Education leadership and formation framework, to your role at the College

Employee Specifications

Educational & Qualifications

- Relevant tertiary qualifications (i.e. Bachelor of Library Services, Information Management)
- Relevant library qualifications and/or experience in a library setting desirable
- Mandatory Reporting

Experience & Knowledge

- Previous development and implementation of a Library Strategic Plan, aligning with specific goals, frameworks, and/or mission statements.
- Demonstrated ability for oversight of consistent library policies, budgets, and procedures across multiple sites.
- Direction and resource support to operational staff that enables their achievement of key outcomes and deliverables
- Management of human, financial and other resources to maximise efficiency and impact.
- Oversight of consistent collection development and curation policies, ensuring diverse, inclusive, and priority-aligned resources.
- Management of procurement, cataloguing standards, and subscriptions (Oliver, LearnPath, World Book Online, etc.).
- Provision of diversity inclusive and equitable access to resources across campuses, both physical and digital.
- Oversight of systems that result in the integration of digital tools, databases, and learning platforms into teaching and learning.
- Leadership of innovations in digital literacy, academic integrity, and information fluency.

Skills & Abilities

- Demonstrating values and integrity that aligns with the College's objectives
- Strategic leadership to vision and plan for the development of the library or a part of the library.
- Advocacy of the library service at higher levels of management.
- Experience in the provision of professional learning and mentoring, aligned with ASLA standards of excellence.
- Establishing a collaborative, future-focused library team culture.
- Established partnerships with internal and external networks
- Strong oral and written communication skills
- Excellent time management skills
- Ability to work independently and as part of a team, initiating, adapting to, and managing change
- Strong work ethic to achieve college goals
- High level of critical digital and information management literacy.

- Manage highly confidential information with discretion and integrity
- Demonstrated ability to inspire and enthuse others and to deliver and accept feedback in respect to the effectiveness of one's endeavours, and the achievement of goals