

POSITION DESCRIPTION

Position:	Library Technician
Position Type:	Ongoing, Full time
Position Classification:	Grade B in accordance with the Lutheran Education (Victorian Schools) Multi Enterprise Agreement.
Reporting Line	This role reports directly to the Head of Library and Learning Commons

PRIMARY PURPOSE:

The Library Technician works collaboratively within the library team to promote the vision and mission of Luther College and contributes to the educational goals of the Library and Learning Commons. The Library Technician is service oriented and assists all staff and students of the College to access resources, services, and learning opportunities that support the skills and attributes aligned with the Luther Learner Profile.

The Library Technician reports to the Principal through the Head of Library and Learning Commons.

KEY RESPONSIBILITIES

Customer Service

- In consultation with the library team and the Head of Library and Learning Commons, maintain the physical collection including shelving of resources, shelf reading, weeding and resource displays (both physical and digital);
- Follow through on requests made by staff, students, and teachers, and liaise with external suppliers as required;
- Maintain a clean, safe and welcoming library environment.

Technical Services

- Maintain accurate resource records through data entry, stocktake, and maintenance of authority files;
- Assist the Head of Library and Learning Commons with selection of book and non-book resources;
- Catalogue in line with professional practice and local standards, including original cataloguing where required;
- Assist with end-processing of book and non-book resources;
- Maintain accurate student records within the Library Management System;
- In conjunction with IT staff, assist with the duties of System Administrator of the Library Management System;
- Provide training to staff and students in a variety of areas including library processes, digital resources and approved programs, and other areas as required;
- Assist with technical troubleshooting and access to resources, such as databases, photocopying and printing, and equipment.

Staff and Student Support

- Assist with service delivery in and supervision of the Library Resource Centre, including answering general reference enquiries, loans, resource selection, and the reservation of spaces and resources;

- Provide an advanced reference service to staff and students;
- Assist with programs and events throughout the wider College to positively contribute to the educational outcomes of students (e.g. CENSUS 10, Tour Luther, Book Week, and others).

Other Duties

- Actively supervise students using the library during opening hours;
- Actively contribute to Library team meetings, agendas, and planning discussions;
- Create reading lists to enable students' optimal access to suitable resources;
- Duties may be shared across multiple staff members according to rostered hours and operational needs;
- Carry out other duties as requested by the Head of Library and Learning Commons.
- The above are considered the key duties and responsibilities of the position. The position description is considered dynamic and subject to change from time to time.

The key duties mentioned above are not intended to be exhaustive and may be subject to minor changes from time to time and/or may include any other duties commensurate with the scope and classification of the role.

KEY RELATIONSHIPS

This role reports directly to the Head of Library and Learning Commons, which forms part of the Student Engagement and Metrics portfolio. The role will also be required to liaise effectively with the following:

- Director of Student Engagement and Metrics
- Teaching staff
- Students
- Other members of staff through the College
- Volunteers

QUALIFICATIONS

- A current employer Working With Children Check.
- A satisfactory result of a National Police Check.
- Recognised Diploma of Library and Information Services or equivalent qualification; and
- Eligibility for Library Technician membership of the Australian Library & Information Association (ALIA).

PERSONAL SKILLS, QUALITIES AND CAPABILITIES

The successful candidate will exhibit the following personal qualities:

- Proven ability to communicate effectively with staff and students
- Ability to exhibit multi-tasking and innovative approaches
- Excellent time management and organizational skills
- Ability to work independently and as a team member
- Ability to be self-motivated, focused and to complete tasks on time
- Proficient information technology and record keeping skills
- Strong customer service ethos to support the core functions of the college; teaching and learning

PROFESSIONAL EXPECTATIONS

All staff are expected to:

- Demonstrate commitment to Ministerial Order No. 1359 “Child Safe Standards – Managing the risk of child abuse in schools” and Luther College Child Safety Code of Conduct.
- Have a shared responsibility for risk identification of child abuse and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled each term.
- Meet expectations as set out in the Luther College Staff Handbook.

CORE LEADERSHIP BEHAVIOURS

The Library Technician is expected to role model the following behaviours:

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Ethics and Values: Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

Decision Quality: Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the College’s strategic aims and objectives.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the College for school-wide policy initiatives and strategic priorities.

Organisational Agility: Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the College, and understands how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritises focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

Courage and Conviction: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.

OUR COMMITMENT TO CHILD SAFETY

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The college has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the college's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

KEY SELECTION CRITERIA

1. Excellence in Customer Service

Demonstrated ability to understand and anticipate the needs of students and staff (customers) to provide effective Library solutions which effectively support the teaching and learning of the College

2. Strong organisational capability and solution-focused approach

Proven ability to prioritise effectively, work independently and collaboratively, and manage multiple responsibilities in a complex and fast-paced environment. Demonstrates initiative, sound judgment, and a calm, problem-solving approach to challenges.

3. Digital confidence and adaptability

Demonstrated proficiency in Microsoft Office and school management systems, with the ability to learn and apply new technologies with agility. Embraces innovation and supports continuous improvement to enhance service delivery and communication across the College.

4. Demonstrated excellence in communication

Ability to communicate effectively and clearly with all members of the College, ensuring that mutual understanding is reached and comprehended to ensure the best support outcomes for our students and teachers, seeking to understand needs and suggesting/providing solutions of how the Library can support.