



Library Technician Position Description

Functional Title: Library Technician	Department: Beacon Centre Library
Date: April 2021	Location: Berwick Campus

Relationships and Networks

Lead by:	<ul style="list-style-type: none"> • Head of Library
Collaborates with:	<ul style="list-style-type: none"> • Library Team • Teaching and administrative staff
Leads:	<ul style="list-style-type: none"> • N/A
Key Working Groups	<ul style="list-style-type: none"> • N/A
External Groups	<ul style="list-style-type: none"> • Eligible for membership of Australia Library and information Association (ALIA)
Position conditions	<p>Conditions of employment are as per the Beaconhills College General Staff agreement 2017-2020 (incorporating the terms of the Educational Services (General Staff) Award 2010), Beaconhills' policies and procedures and the letter of offer.</p> <p>This role is comprised of a 0.20 FTE multi campus permanent position and a 0.60 FTE Berwick fixed term position concluding May 2022. This is a parental leave cover and there is potential for this role to be extended.</p> <p>No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2010.</p>

Primary purpose of the position

Beaconhills College is seeking a suitably qualified, experienced and enthusiastic Library Technician. The successful applicant will enjoy the challenges of providing the clerical and technical support needed for the Beacon Centre Library to function effectively and efficiently. The incumbent must also thrive on working as part of a small team of dedicated professionals who are committed to achieving the vision of Beaconhills College.

The successful applicant is responsible for providing technical support by operating and maintaining library systems and assisting in the provision of reference and information services. They will also assist in providing clerical support to maintain the efficient functioning of the Beacon Centre Library. This position reports to and takes direction from the Head of Library and is accountable to the Campus Principal and the Headmaster.

Library Technician - Primary Responsibilities

Key Responsibilities for the position are:

Under the direction of the Head of Library provide support to the Information Services Centre in a range of areas, with particular emphasis on:

- Undertake cataloguing and classification procedures
- Undertake accessioning procedures
- Assist the provision and maintenance of ClickView (video management system)

9 April 2021

- Assist with provision of reference and research services
- Assist in the collection, recording and preparation of information to support curriculum programs
- Assist members of the College community to access print, audio-visual and electronic services, materials and facilities
- Process and prepare resources and materials
- Assist in maintenance of bibliographic records and user records
- Assist in maintenance of facilities, including set-up of displays, shelving of resources and operation of security procedures
- Provide clerical support to the Library staff.
- Coordinate the booking and circulation of AV equipment and resources
- Liaise with the relevant staff to ensure AV equipment is maintained in good working order
- Liaise with relevant staff re AV needs
- Assist the Head of Library in ensuring that the day-to-day administration of the College Beacon Centre Library is efficient and that systems, resources and equipment are well maintained
- Assist with circulation and the supervision of the Library during class time, lunchtime and before or after school
- Provide instruction and guidance to students, staff, and other Library support staff, including volunteers

Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management.
- Cooperate in relation to activities taken by the College to comply with WHS legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

Inherent Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- Frequently walk moderate distances on or around campus, up and down stairs
- Look up and down
- Frequently required to sit
- Undertake repetitive arm movements and manual dexterity
- Read computer screens and printed documents
- Communicate clearly for telephone and face to face communication
- Specific vision abilities required for this position include close vision, distance vision, colour vision and depth perception

Competencies

The successful candidate should have experience and familiarity with the techniques and processes of:

- Excellent computer skills, including the ability to work with the Microsoft Office suite of software packages and experience of databases
- Attention to detail
- High-level organisational skills
- Excellent communication skills, both written and verbal
- Able to adapt to the changing technologies of the College
- Able to work as part of a team or independently
- Able to handle multiple tasks
- Meet and understand deadlines in a busy work environment
- High degree of confidentiality and discretion

Key Selection Criteria

- Possess appropriate qualifications i.e. Diploma of Information Services or equivalent
- Eligible for membership of Australia Library and information Association (ALIA)
- Demonstrated ability to work in a library environment, competently using relevant equipment

and resources

- Demonstrated ability to manage audio visual equipment and train students and staff in its use
- Possess excellent written and verbal communication skills
- Possess excellent interpersonal skills, including the ability to interact effectively with a range of stakeholders, including management, staff and external contacts
- Demonstrated capacity to work both independently/autonomously with minimal supervision and collaboratively within a team
- Knowledge of Microsoft Office suite of packages including Excel, Outlook, Word and OneNote, and the ability to adapt to using new electronic systems
- The Library Technician must hold (or be in the process of obtaining)
 - A current Working with Children Check
 - A current Police Certificate
 - Australian citizenship or permanent residency

Equal Opportunity and Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.