



The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney. The Objects of the University are the provision of university education within a context of Catholic faith and values and the provision of an excellent standard of teaching, scholarship and research, training for the professions and the pastoral care of its students.

Business Liaison Librarian, St Teresa's Library (Part-Time 0.5FTE)

The St Teresa's Library, Fremantle Campus seeks a qualified Librarian to join their team. Under the direction of the Director, Library Services, the successful applicant will be responsible for developing and maintaining effective relationships between the Library and the School of Business. The position is also responsible for developing library collections that effectively support the teaching and research of the School of Business and for ensuring that staff and students can utilise these collections effectively for their research goals. The position provides an opportunity to constantly acquire new skills and knowledge and be involved in a variety of duties. Evening and weekend work is not required.

The Application Package for the position is available on our website

<http://www.nd.edu.au/jobs/fremantle.shtml>

or email staffing@nd.edu.au or phone (08) 9433 0805.

For further job-related enquiries please contact Stephen McVey

on (08) 9433 0702 or email smcvey@nd.edu.au

Applications close 4pm Friday 22 January 2010

The University reserves the right to appoint by invitation or to make no appointment at all

**DIVISION OF REGISTRAR AND ACADEMIC SERVICES
ST TERESA'S LIBRARY
FREMANTLE CAMPUS**

DUTY STATEMENT

**BUSINESS LIAISON LIBRARIAN
(Level 7, Part-Time 0.5FTE)**

The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position is responsible for developing and maintaining effective relationships between the library and the School of Business. The position is also responsible for developing library collections that effectively support the teaching and research of the School of Business and for ensuring that staff and students can utilise these collections effectively for their research goals.

DUTIES

Liaison Tasks

- Liaise with academic staff regarding the selection of appropriate bibliographic resources for the School of Business
- Act as information literacy facilitator to both staff and students of the School of Business. This will include conducting library orientation programmes for new users, the creation and delivery of information literacy workshops and participation in formal information literacy programmes run by the School.

Participation in Management Tasks

- Participate in the development of library policy and services
- Attend academic, library and other meetings as required

Collection Development Tasks

- Develop and document a collection development plan for the School of Business
- Assess and select library resources for acquisition by purchase or donation
- Participate in the selection of e-Resources to support the School of Business
- Select and organise appropriate web resources that support the curriculum of the School of Business
- Catalogue and classify resources chosen for the School of Business
- Provide a reference service by assisting library clients with routine and complex information enquiries
- Other duties as required by the Director, Library Services

SELECTION CRITERIA

ESSENTIAL

Qualifications and Experience:

- Eligibility for professional membership of the Australian Library and Information Association (ALIA)
- Tertiary level qualification with a relevant subject specialisation or significant library or other relevant experience.
- Prior experience as a professional librarian or other relevant experience

Knowledge, Skills and Abilities:

- Demonstrated experience in selecting, using and evaluating information resources in a variety of formats.
- Proven ability to plan, develop and deliver information literacy programs and reference services for staff and students
- Demonstrated knowledge and understanding of the principles and trends in the delivery of library services in an educational and environment
- Highly developed teamwork, coordination, and collaborative skills with a proven ability to work autonomously and as a member of teams
- High level verbal, written and interpersonal communication skills
- Demonstrated problem solving, analytical and time management skills, including the ability to identify problems and develop strategies, ideas and opportunities for resolving them.
- Demonstrated experience in classifying materials using the Dewey classification scheme.
- Supportive of the *Objects* of the University

Guidelines for Addressing the Selection Criteria

This is the most important part of your application. The Selection Criteria represent the qualifications, abilities, personal attributes, skills and experience a person must have in order to undertake the duties of the position. The **essential criteria** are the requirements which are fundamental to the position. The **desirable criteria** are additional qualifications, skills and experience which may assist the applicant to effectively undertake the duties of the position. It is recommended that:

- Your application be typed.
- You address each criterion separately.
- You provide examples stating where, when and how you have demonstrated the required skills and abilities, and what the results were. A third to half a page per criterion is usually sufficient.

GENERAL INFORMATION

SALARY RANGE

UNDA 2010 General Staff Salary Scales (FTE):

Level 7 Step 1 – 4 \$65,207 - \$72,531

Plus 9% superannuation and 17.5% annual leave loading.

Commencement salary will normally be at the first step of the appropriate salary scale.

Salaries shall be adjusted in accordance with the University's pay scales.

HOURS

Part-time 0.5FTE. Exact days and times shall be negotiated with the successful applicant.

TERM

Up to a 2 year contract in the first instance, this includes a six month probationary period. All The University of Notre Dame Australia appointments, regardless of level, expire on 31 December.

APPROXIMATE STARTING DATE

February 2010 or as negotiated with successful applicant

LOCATION

St Teresa's Library

The University of Notre Dame Australia

Fremantle WA 6160

<http://www.nd.edu.au/university/fremantleMap.shtml>

ENQUIRIES ABOUT THE POSITION

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to: Stephen McVey

Phone: (08) 9433 0702, Email: smcvey@nd.edu.au

CLOSING DATE FOR APPLICATIONS: No later than 4:00pm Friday 22nd January 2010

The University is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all.

Shortlisted candidates will be contacted by telephone to arrange an interview.

No further correspondence will be forwarded to unsuccessful applicants.

Mail applications will be acknowledged via the Acknowledgement Slip from the Application Cover Sheet (to be completed by applicant), and email applications will be acknowledged by email.

SUBMITTING YOUR APPLICATION

Your application must be addressed as follows: Ms Megan White Staffing Office The University of Notre Dame Australia PO Box 1225 Fremantle WA 6959	Applications may also be faxed or emailed: Fax: (08) 9433 0544 Email: staffing@nd.edu.au
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APPLICATION REQUIREMENTS

You should ensure that you have read the duty statement and selection criteria for the position for which you are considering applying before proceeding further.

YOUR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:

1. The enclosed **Application Cover Sheet**.
2. **Covering letter**.
3. **Resume** outlining your qualifications, work history and achievements.
4. **Statement addressing the selection criteria**. Applicants must clearly demonstrate that they meet all or most of the essential criteria as outlined in this document to be considered for interview.
5. **Certified copies** of relevant academic transcripts, qualifications, testimonials and Teaching Evaluation Results (for Academic appointments).
6. Provide names and phone numbers of **at least three referees** (either written referees or verbal) who can comment on your work experience. The University, however, reserves the right to contact others, not nominated by the applicant, who can comment on the applicant's suitability for the position. In such situations, the University will seek confirmation from the applicant.
7. If you are not an Australian or New Zealand citizen, **evidence of your eligibility to work in Australia**.

A Federal Police Clearance may be a requirement before commencing in this position.

Pre employment medical may be required and will be discussed at interview.

Please do not include original documents with your application. Photocopies are sufficient at this stage. Should you be selected for an interview, you may then be requested to provide original documents at that time.

PRIVACY STATEMENT

Information provided on your application will be used for the purposes and in relation to your application for employment at The University of Notre Dame Australia. Where the Privacy Principles apply, the University restricts access to the information on your application to those staff members who need the information in carrying out their responsibilities in the appointment of staff to the University.

Thank you for your interest in employment at The University of Notre Dame Australia

The Objects of the University

The Objects of the University are -

- (a) the provision of university education, within a context of Catholic faith and values;

and

- (b) the provision of an excellent standard of –
 - (i) teaching, scholarship and research;
 - (ii) training for the professions; and
 - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

PLEASE COMPLETE AND ATTACH TO THE FRONT OF YOUR APPLICATION

Please use **BLOCK/CAPITAL** letters

Title of advertised position: Business Liaison Librarian, University Library

Date and location of advertisement: _____

Title: (eg. Mr, Mrs, Ms, Fr, Sr, Dr) _____ Surname: _____

Given Names: _____

Religion: _____ Citizenship: _____

Street Name & Number: _____

Town/Suburb: _____ State: _____ Postcode: _____

Telephone - _____ Work: _____
Home: _____

Mobile: _____ Email: _____

APPLICANT TO COMPLETE THE DETAILS BELOW
PLEASE DO NOT DETACH THIS SECTION

ACKNOWLEDGEMENT SLIP

Thank you for your application and for your interest in employment with The University of Notre Dame Australia.

- This slip will be returned to you with a 'Date Received' stamp.
- **Please print your name & address** and the position for which you are applying in the spaces below.
- Applicants will receive this acknowledgement slip within 5 days of submitting their application.
- The short-listing process is usually completed within two weeks of the closing date.
- **If you have not been contacted within this timeframe, unfortunately you have not been successful in being short-listed for an interview and no further correspondence will be forthcoming.**
- **The University reserves the right to appoint by invitation or make no appointment at all.**

Title of advertised position:

Name: Business Liaison Librarian, University Library

No. &
Street: _____

Suburb: _____

_____ State: _____ Postcode: _____