

## **LIBRARIAN**

Trinity Theological College seeks a Librarian to manage its library due to the retirement of its current staff member.

Trinity Theological College (TTC) is a non-denominational theological college based in Leederville, WA. It is affiliated with the Australian College of Theology. We encourage any applicant to first review the College on its website before continuing with their application. [www.ttc.wa.edu.au](http://www.ttc.wa.edu.au)

The successful applicant will need to demonstrate a personal commitment to the vision and ethos of the College as a Christian tertiary educational institution.

The role requires a person who will bring a mature, professional approach to the duties of a growing library. The library has over 25,500 books, over 60 journals and a developing E-Library. It also operates an on-line resource for students, faculty and supporters with subscriptions to 6 electronic databases. The College uses the OCLC World-share management system.

### **Position Description and Application Procedure**

#### **Hours**

The position is envisaged to have a 0.8 to 1.0 work load.

Total Library work load currently allocated at 1.5

#### **Duties and Responsibilities**

The responsibilities of this role will include (but not be limited to):

- Manage the acquisition of resources for the library (both paper and electronic) in consultation with the Faculty
- Manage the cataloguing and the full range of activities required to make the resources available
- Managing staff and volunteers, which may involve participating in recruitment and selection, appraisals, support and development, staff rotas, training as well as the day to day assignments of duties
- Managing the approved budget which will include purchasing resources and supplies
- Managing the library area, its furniture and equipment requirements
- Maintaining relationships with external bodies, such as suppliers
- Any other task which a librarian is reasonably expected to fulfill to make the College library an effective educational resource
- To serve on other College committees as needed
- IT liaison and support for Library systems
- Keeping up to date with relevant professional development in the library sector

#### **Selection Criteria**

##### **Essential**

##### *Knowledge, Skills and Abilities*

- Committed within their role and life to the ethos of the College
- A graduate qualification (or equivalent) in a relevant discipline and experience or an equivalent combination of relevant knowledge, training and / or experience within the tertiary sector or similar environment
- Eligible for professional membership of the Australian Library and Information Association (ALIA) (or be in the final stages of acquiring such membership)
- High level oral and written communication skills

- High level organizational and time management skills and a demonstrated ability to meet deadlines and produce high quality work within tight timeframes
- Ability to work with minimal supervision in a busy and changing environment
- Ability to work as a member of a team as a member or leader
- Ability to relate well to staff, students and supporters of all ages, in a concise and friendly manner
- Functional ability with current library computer programs, databases and internet-based technologies
- Ability to learn new IT systems.

### **Desirable**

- Investigative, research, analytical and problem-solving skills and the ability to plan and undertake projects of varying complexity.
- Familiarity with the resources associated with the formal study of theology.

### **Reporting Structure**

The position reports directly to the Business Manager.

### **Job Environment**

1. Salary (depending on qualification and skill level). Full or pro-rata.
2. 9.25% superannuation.
3. Maximum of 37.5 hours per week. (depending on allocation of duties within the Library)
4. Four weeks annual leave.
5. Car bay provided.
6. Training and development opportunities;
7. Work in a friendly environment with a Christian ethos.
8. Initially a six month probationary period.
9. Start Date. From mid-September. This is negotiable.

### **How To Apply**

1. Read the documentation, especially the duties and selection criteria.
2. Electronic applications are preferred. Email the following documentation/data to [employment@ttc.wa.edu.au](mailto:employment@ttc.wa.edu.au) with **all** the following attachments:
  - a) Letter advising why you wish to work for Trinity Theological College.
  - b) In a separate document, **briefly** address the selection criteria as detailed in the position description above. Use a separate heading for each selection criterion and address how your skills, qualifications, or experience, relate to it. Give an example and emphasise a major achievement.
  - c) Resume (CV) containing skills, educations, qualifications and work history.
  - d) Please supply the name and contact details for the following referees:-
    - Work experience (previous manager preferred)
    - Current Church pastor or leader.
3. Questions related to the position or the College should be directed to the Business Manager at the above email address.
4. Applications will be acknowledged within 1 week. If you do not receive an acknowledgement, please call.
5. Applications close at 3pm, Monday 5<sup>th</sup> August 2013. (extended due to school holidays)