



APPLICATION PACKAGE

Thank you for your interest in our vacancy for:

Position Title:	Access Librarian
School/Office:	University Library, Fremantle Campus
Level:	6, Step 1-4, \$69,517 - \$73,577
Type:	Full-time, Continuing

To ensure you understand the position you are applying for, and requirements of the application process, please read the following information carefully:

1. About the University and The *Objects* of the University;
2. How to prepare and complete your application;
3. Duty Statement;
4. Selection Criteria;
5. General Information; and
6. Application Cover Sheet.

ABOUT THE UNIVERSITY AND THE *OBJECTS* OF THE UNIVERSITY

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.

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))

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:

Application Cover Sheet

Complete the Applicant Cover Sheet at the end of this pack and submit as part of your application

Cover Letter and Resume or Curriculum Vitae

You should provide a general letter outlining your suitability for the role and describing any information which may be pertinent to future employment together with a resume detailing your current and previous work experience, including specific duties of each position held and educational background. These documents should also include current telephone and email contact details.

Selection Criteria

You should address each criterion separately with its own heading demonstrating that you meet that particular criterion. This is the most important part of your application. Failure to address the selection criteria will disqualify you from being considered for this position.

Qualifications

You should provide certified copies of certificates or academic transcripts with this application or be prepared to provide them at your interview if shortlisted.

The University reserves the right to source reference the Applicant's qualifications and training with the relevant institution/s where the degree/qualification was earned. By submitting an application for this position you consent to the University contacting any institution/s named in the application to confirm your qualifications and/or training with that institution/s.

Referees

Provide names and contact details of at least three referees who can comment on your work experience, ideally as a manager or supervisor.

Right to Work in Australia

You are required to submit evidence of your legal right to work in Australia as outlined by the Australian Immigration & Citizenship. Copies of one of the following will be required:

1. Australian passport;
2. Australian Certificate of Citizenship;
3. If born before 20 August 1986, an Australian birth certificate;
4. If born after 20 August 1986, an Australian birth certificate and proof at least one parent was born in Australia; OR
5. Visa that entitles you to work in Australia **AND** a copy of your foreign passport showing your name, date of birth, issuing country and passport number.

Other Clearances

Depending on the position you are applying for, a Federal Police Clearance or Working With Children Check may be a requirement before commencing in this position.

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.



**UNIVERSITY LIBRARY
FREMANTLE CAMPUS**

DUTY STATEMENT

**ACCESS LIBRARIAN
(Level 6, Full-time)**

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.

The Access Librarian is a member of the University Library staff and as such can be assigned to any campus library or library team on the Fremantle Campus depending on organisational requirements. The position is responsible to the Manager, Access Services.

This position is responsible for the development and monitoring of designated technical service practices (e.g. acquisitions, resource description, linking and circulation) to support the operations of the Library. The position contributes specialist expertise and advice to ensure the innovative development of policies and practices for the designated areas of responsibility across the University Library.

The duties of this position include, but are not limited to:

1. training, coordinating and supervising staff as required;
2. ensuring library resources, systems and materials are accessible in accordance with established standards and policies;
3. monitoring and reporting on work within the designated areas of responsibility, including key performance indicators, usage and other statistics as required;
4. participating in the development of innovative information services and guides and assisting clients in their use;
5. participating in the development and delivery of research skills instruction and support including online material;
6. developing, maintaining and reviewing effective staff performance plans in conjunction with the Library manager and enabling the achievement of agreed outcomes;
7. participating in the development, implementation and evaluation of policies and plans associated within the designated areas of responsibility;
8. creating original cataloguing records for material of all formats following national and international standards;
9. providing research support services to clients;
10. other duties as directed by the Manager or University Librarian.

SELECTION CRITERIA

ESSENTIAL

1. Supportive of the *Objects* of the University.

Qualifications and Experience:

2. Completion of a degree; or an equivalent combination of relevant experience and/or education/training.
3. Experience in the day-to-day supervision of a team.

Knowledge, Skills and Abilities:

4. Proven ability to focus on all aspects of customer service to achieve quality outcomes.
5. Ability to plan work outcomes and prioritise tasks in order to meet deadlines.
6. Demonstrated ability to work well within a team situation.
7. Demonstrated ability to promote library services and obtain feedback from library clients.
8. Proven ability to use and promote information technology such as automated library systems, web-based databases, document supply systems and internet resources.
9. Ability to investigate, identify and analyse key issues and the associated alternatives, benefits and costs to develop practical solutions.

GENERAL INFORMATION

SALARY RANGE

UNDA 2014 General Staff Salary Scales (FTE):

Higher Education Worker Level 6, Step 1-4, \$69,517 - \$73,577 per annum

Plus 12% 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.

APPOINTMENT

This appointment is a full-time (37.5 hours per week) continuous contract which includes a six month probationary period.

APPROXIMATE STARTING DATE

As negotiated with successful applicant.

LOCATION

University Library

The University of Notre Dame Australia

Fremantle WA 6160

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

ENQUIRIES ABOUT THE POSITION

Note: This is not to be used for submission of applications

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: stephen.mcvey@nd.edu.au

CLOSING DATE FOR APPLICATIONS: No later than 9.00am Monday 10 February 2014

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

Applications should be emailed or faxed:

Email: staffing@nd.edu.au

Fax: 08 9433 0544

Postal applications should be addressed to:

Staffing Office

The University of Notre Dame Australia

PO Box 1225

Fremantle WA 6959

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



POSITION DETAILS

Position Title

Where did you learn of this vacancy?

☐ Seek

☐ The West

☐ The Australian

☐ Campus Review

☐ UNDA Website

☐ Other (*please specify*)

APPLICANT DETAILS

Title

☐ Mr

☐ Mrs

☐ Ms

☐ Miss

☐ Dr

☐ Prof.

☐ Assoc Prof

Given Names

Family Name

Postal Address

Suburb

State

Postcode

Phone Numbers

Home

Work

Mobile

Other

Email Address

Resident Status: (*please attach evidence*)

Visa Type: (*please attach evidence*)

Visa Expiry Date

Are you an existing UNDA employee?

☐ Yes

☐ No

Do you give permission for UNDA to verify your visa status with the Department of Immigration & Citizenship?

☐ Yes

☐ No

Do you give permission for UNDA to contact your referees?

☐ Yes

☐ No

Do you wish to be considered for similar vacancies at UNDA?

☐ Yes

☐ No

SIGNATURE

Applicants Signature

Date

APPLICANT TO COMPLETE THE DETAILS BELOW PLEASE DO NOT DETACH THIS SECTION, FOR OFFICE USE ONLY.

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 & the position for which you are applying in spaces below.
- Applicants will receive this acknowledgement slip within 5 days of submitting their application.
- The short-listing process is usually completed within 2 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 & no further correspondence will be forthcoming.
- The University reserves the right to appoint by invitation or make no appointment at all.

Position Title

Applicants Full Name

Postal Address:

Suburb

State

Postcode