



APPLICATION PACKAGE

Thank you for your interest in our vacancy for:

Position Title:	Librarian
School/Office:	University Library, Fremantle Campus
Level:	6.1, \$45.52 per hour
Type:	Casual

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

1. About the University and The *Objects* of the University;
2. Catholic Intellectual Life for Prospective Staff;
3. The Strategic Plan 2013-2016 of the University
(http://www.nd.edu.au/university/strategic_plan.shtml);
4. How to prepare and complete your application;
5. Duty Statement;
6. Selection Criteria;
7. General Information; and
8. 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:

- (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))

The Catholic Faith

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is '*sanctification*': making the world holy; bringing people to God through Jesus Christ.

Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of *activities and works*; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's *moral teaching*—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some *understanding* of the Church's position, particularly as it reflects our own work and life, and a *genuine respect* for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.

The Catholic Intellectual Tradition

At Catholic universities the most prominent aspect of the Church is *Catholic intellectual tradition*. It is important for all staff members of a Catholic university to know something about this - and for all *academic* staff members to be familiar with the main ideas and open to learning more - as it is these ideas which are the context for the institution's view of academic life.

Catholic intellectual tradition begins with the thought that faith is *fully compatible with reason* (i.e. there is no conflict between our religion and any true science or other academic knowledge). The tradition acknowledges that:

men and women of all traditions can come to *know that God exists* by using their minds, their reason—though to know much more about Him will also require faith;

people can distinguish between *reality and illusion*, and so can know the objective truth about the world;

ethics, or morality, is not simply a matter of what you like or what your culture approves but is based on some *objective moral truths* about human persons and their flourishing—truths that hold across cultures;

the foundations of morality (e.g. we should never attack human life; truth is good and should be pursued; marriage and family are great social goods; people have a natural right to anything strictly necessary for

their welfare; and so on) are *known by reason*, our own thinking minds—we do not need faith to know the basis of morality;

society exists to serve the *common good* and has a particular duty towards the needs of the most vulnerable—from conception to old age;

prayer is a crucial activity for religious believers; we pray together frequently for the happiness and salvation of all peoples, including our own happiness and salvation; and

it is our Christian duty to provide the *works of the Church* humbly to all who can benefit from them.

Catholic intellectual tradition contains many ideas, inspires hundreds of universities, colleges, seminaries and thousands of schools. Catholic intellectual tradition also underpins whole systems of Christian social action and informs the personal and working lives of millions of individuals. The tradition is captured in many publications, including teaching documents of the Church—official statements and explanations of Catholic positions. The University can always give advice on how to access these documents. One obvious starting place to learn about the Catholic faith is the *Compendium to the Catechism of the Catholic Church*, a short version of the longer *Catechism* document, which is widely available. To learn more specifically about the Catholic intellectual tradition one good introductory source is *Our Sunday Visitor's Encyclopedia of Catholic Doctrine* (Our Sunday Visitor: 1998).

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.

Qualifications

You should provide certified true copies of certificates or academic transcripts with this application. 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 performance, most notably 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 for which you are applying, a Federal Police Clearance or Working With Children Check may be a requirement before commencing in this position.

PRIVACY STATEMENT

The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <http://www.nd.edu.au/copyright.shtml#Privacy>.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email staffing@nd.edu.au.



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

**UNIVERSITY LIBRARY
FREMANTLE CAMPUS**

DUTY STATEMENT

**LIBRARIAN
(Level 6, Casual)**

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 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, Research Services.

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

1. participating in the development of innovative information services and guides and assisting clients in their use;
2. participating in the development and delivery of research skills instruction and support including online material;
3. participating in the development of the Library's collections by identifying and recommending new information resources;
4. undertaking copy cataloguing of Library materials;
5. assisting clients to access Library resources and facilities;
6. providing a dynamic reference service to clients using appropriate technologies;
7. carrying out other duties as required by the University Librarian or delegate

August 2015

SELECTION CRITERIA

ESSENTIAL

1. Strongly committed to and supportive of the Objects of the University.

Qualifications & experience

2. Completion of a degree; or an equivalent combination of relevant experience and/or education/training.

Knowledge, skills and abilities

3. The ability to organise and present information, views and concepts in a concise, understandable and interesting format for a variety of audiences.
4. The ability to focus on all aspects of customer service to achieve quality outcomes for all parties involved.
5. Demonstrated knowledge of a range of scholarly information resources and the ability to access, organise and work with these resources regardless of format.
6. Demonstrated flexible and innovative approach to problem solving.
7. Proven ability to plan work outcomes and prioritise tasks in order to meet deadlines.
8. Demonstrated ability to work well within a team situation.

GENERAL INFORMATION

SALARY RANGE

UNDA 2015 General Staff Salary Scales (FTE):

Higher Education Worker Level 6, Step 1, \$45.52 per hour (inclusive of casual loading).

Plus 9.5% superannuation

APPOINTMENT

This appointment is a casual assignment.

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 17 August 2015

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.

All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office otherwise your application may not be considered.

SUBMITTING YOUR APPLICATION

Please ensure all application attachments are in PDF or Word format.

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



POSITION DETAILS

Position Title

School/Office

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

ACKNOWLEDGEMENT

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

- All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office. Otherwise your application may not be considered.
- 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.

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