



APPLICATION PACKAGE

Thank you for your interest in our vacancy for:

Position Title: Casual Library Technician
Office: University Library, Fremantle Campus
Level: Level 4, \$40.08 per hour
Type: Casual

Expression of Interest

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. How to prepare and complete your application;
3. Duty Statement;
4. General Information; and
5. Application Cover Sheet.

To apply for the position, please ensure that your application include the information as required on the University website <https://www.notredame.edu.au/about/employment/how-to-apply>

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))



**UNIVERSITY LIBRARY
FREMANTLE CAMPUS**

DUTY STATEMENT

**CASUAL LIBRARY TECHNICIAN
(Level 4)**

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 assisting with the day-to-day operations of the Library. The hours of work and duties will vary depending on the operational needs required.

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

1. providing circulation and lending services;
2. supervising casual staff members;
3. participating in the acquisition, copy cataloguing and end-processing of information resources for inclusion in the library collection;
4. maintaining the library collection;
5. providing serials fulfilment and maintenance;
6. assisting library clients with information and research enquiries;
7. assisting with the delivery of research skills instruction;
8. participating in resource sharing practices and processes;
9. participating in developing procedures and training library staff to use them effectively;
10. developing and maintaining an understanding of the library services as a whole, including workflows, and the roles and responsibilities of other staff, relevant policies, procedures and systems;
11. other duties as directed by Manager or University Librarian or delegate;

Qualifications and Experience Required

12. completion of the Diploma of Library Services or an equivalent combination of relevant experience and education or training;
13. demonstrated knowledge of the principles of library information services and processes required to obtain scholarly information resources;
14. proficiency in using and promoting a range of information technology services, such as web-based products.

GENERAL INFORMATION

SALARY RANGE

UNDA 2019 General Staff Salary Scales:

Higher Education Worker Level 4, \$40.08 per hour inclusive of Casual loading.

APPOINTMENT

This is a Casual, as required appointment.

APPROXIMATE STARTING DATE

As negotiated with the successful applicant.

LOCATION

University Library

The University of Notre Dame Australia

Fremantle WA 6160

<https://www.notredame.edu.au/current-students/get-help/campus-maps>

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 Lucy Kelleher, Access Librarian.

Phone: (08) 9433 0256, Email: lucy.kelleher@nd.edu.au

CLOSING DATE FOR APPLICATIONS: Shortlisting will commence immediately.

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

To apply for the position, please ensure that your application include the information as required on the website <https://www.notredame.edu.au/about/employment/how-to-apply>

Please ensure you submit the following attachments in PDF format as part of your application

- The application cover sheet
- Covering letter containing details of relevant qualifications and library experience
- Resume
- Qualifications
- Evidence of your legal right to work in Australia

Applications should be emailed or faxed:

Email: jobs@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

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

ATTACHMENTS

Resume

Yes No

Covering letter

Yes No

Selection criteria

Yes No

Qualifications

Yes No

Other clearances (if applicable)

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.