

Library Technician

University Library **Broome Campus**

Candidate information pack

notredame.edu.au

ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

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.*

The University of Notre Dame Australia is a private Catholic university with over 700 staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit notredame.edu.au/about/employment

POSITION DETAILS

Position title	Library Technician
School/Office	University Library
Location	Broome
Employment type	Part-time (0.5FTE), Continuing
Remuneration	\$37,194 pa (Level 4), inclusive of \$31,986 salary pa, 13% superannuation and 17.5% annual leave loading
Closing date	Until appointed, shortlisting will commence immediately.

About the role

This position is responsible for assisting with day to day operations of the Library, including provision of access to library materials in accordance with established policies, procedures, collection maintenance, circulation and reference services and supervision of casual staff. The position is also responsible for contributing to the development of the University Library policies and procedures, identifying and resolving problems as they arise and escalating complex issues to appropriate colleagues for resolution.

Enquiries about the role

For further information about the role, please contact Maya Levitt, Senior Library Technician on 08 9192 0645 maya.levitt@nd.edu.au.

How to apply

Submit your application to jobs@nd.edu.au

Applicants are expected to address all selection criteria in their application and have current and valid work rights in Australia.

For further information on how to prepare your application visit
notredame.edu.au/about/employment/how-to-apply

Aboriginal and Torres Strait Islander people are encouraged to apply.

The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.

DUTY STATEMENT

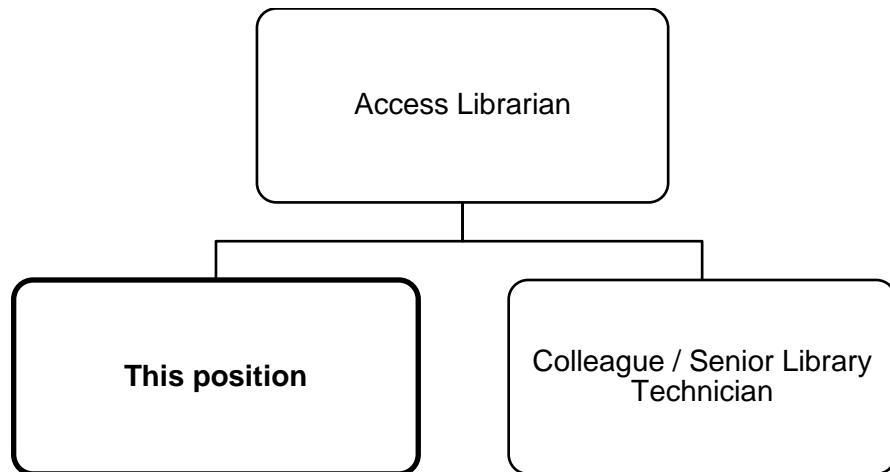
The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position reports to the Access Librarian.

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

1. participating in circulation and lending services;
2. providing supervision of casual employees;
3. participating in the acquisition, copy cataloguing and end-processing of information resources for inclusion in the library collection;
4. participating in the maintenance of the collections to reflect changing client needs;
5. providing serials fulfilment and maintenance;
6. assisting library clients with routine information and general research enquiries;
7. assisting with the delivery of research skills instruction;
8. participating in resource sharing practices and processes;
9. 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; and
10. other duties as directed by the University Librarian or delegate.

ORGANISATIONAL CHART



SELECTION CRITERIA

Essential

1. Supportive of the [Objects](#) of Notre Dame as a Catholic University.

Qualifications and Experience:

2. Completion of the Diploma of Library Services or an equivalent combination of relevant experience and education or training.

Knowledge, Skills and Abilities:

3. Highly effective communication, customer service and interpersonal skills and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation.
4. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
5. Demonstrated knowledge of the processes required to obtain scholarly information resources and to provide access to these resources.
6. The ability to work cooperatively with others to accomplish joint tasks and common objectives.
7. Knowledge of the principles of library information services and loan procedures, policies and their implementation.
8. Demonstrated proficiency in using and promoting a range of information technology services, such as web-based products.