



# **Library Technician**

## **University Library** **Fremantle Campus**

### **Candidate information pack**

[notredame.edu.au](http://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 1,000 permanent 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](https://notredame.edu.au/about/employment)

## POSITION DETAILS

Position title	Library Technician
School/Office	University Library
Location	Fremantle Campus
Employment type	Full-time Fixed-Term contract ending 7 May 2021; and Part-time (0.75 FTE) Fixed-Term contract ending 6 August 2021
Remuneration	\$73,260 pro-rata (Level 4), inclusive of \$63,973 base salary pa, 13% superannuation and 17.5% annual leave loading.
Closing date	30 June 2020

### About the role

The University of Notre Dame Australia is seeking two experienced Library Technicians to provide front line service to the staff and students of the University. The positions will be involved with copy-catalogue, the processing of library materials, document delivery, inter-library loan requests and will assist with the daily operations of the Library including participating in Library projects.

This position requires motivated, flexible and enthusiastic candidates with a keen eye for detail and passion for working with students and staff to help them gain the most out of our Library services and collections.

Please indicate your preferred fraction in your application letter.

### Enquiries about the role

For further information about the role, please contact Lucy Kelleher, Access Librarian, University Library on (08) 9433 0256 or [lucy.kelleher@nd.edu.au](mailto:lucy.kelleher@nd.edu.au)

### How to apply

Submit your application to [jobs@nd.edu.au](mailto:jobs@nd.edu.au)

***Applicants are expected to address all selection criteria in their Cover Letter 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](http://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**

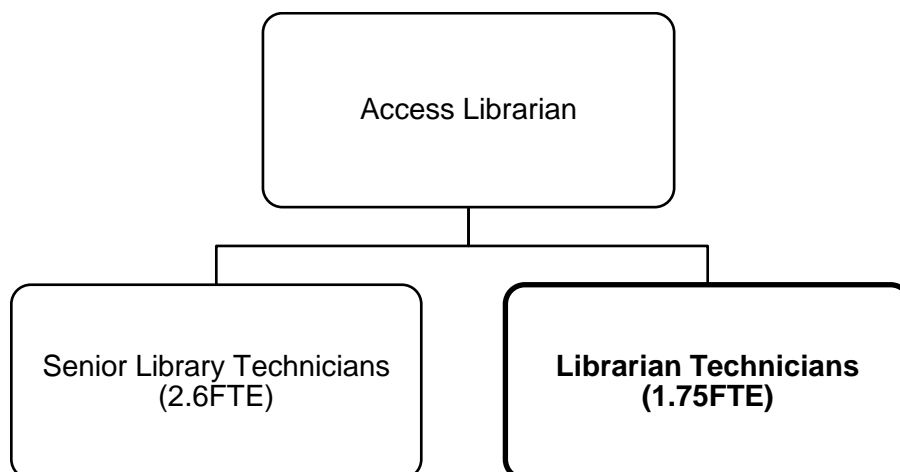
The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position reports to the Access Librarian.

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

1. Participate in circulation and lending services;
2. Provide supervision of casual employees;
3. Participate in the acquisition, copy cataloguing and end-processing of information resources for inclusion in the library collection;
4. Participate in the maintenance of the collections to reflect changing client needs;
5. Provide serials fulfilment and maintenance;
6. Assist library clients with routine information and general research enquiries;
7. Assist with the delivery of research skills instruction;
8. Participate in resource sharing practices and processes;
9. Develop and maintain an understanding of the library services as a whole, including workflows, roles and responsibilities of other staff, relevant policies, procedures and systems; and
10. Other duties as directed by manager or University Librarian.

## **ORGANISATIONAL CHART**



## **SELECTION CRITERIA**

### **Essential**

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

### *Qualifications and Experience:*

2. Completion of a relevant formal qualification with relevant experience, or an equivalent combination of relevant experience and education/training.

### *Knowledge, Skills and Abilities:*

3. Demonstrated ability to provide excellent customer service and 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 principles of library information services, 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. Demonstrated proficiency in using and promoting a range of information technology services, such as web-based products.