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## **Role Description**

November 2021

# **Librarian**

## **Purpose and Outline of Role**

The Librarian will provide support to Library staff in the efficient running and maintenance of the Rennie Library and its collection. This role requires a highly organised, self-motivated, competent individual who clearly displays excellent interpersonal skills and a strong administrative skillset.

## **Reporting Relationships**

The Librarian is ultimately responsible to the Principal in all aspects of the position and directly responsible to the Head of Library and Information Services.

## **Employment Basis**

This is a permanent, full-time role, due to commence in Term 1, 2022.

## **Role**

The hours for this role are 9:30am – 5:30pm Monday to Thursday and 8:00am – 4:00pm on Friday during school terms. The Library is open during two holiday periods, and you may be required to work during these holidays.

## **Role Responsibilities**

- Manage Senior School Library resources, equipment and budget.
- Promote library services, facilities and resources to ensure all students and staff are aware of and have access to essential educational products and services to support their learning in an online and physical environment. Assist with the maintenance of service areas and equipment and assist with the provision of a safe library environment.
- Organise and maintain specialist collections including, including the curation of resources in ClickView.
- Lead/manage the development and implementation of library events and promotions.
- Assist staff with orientation programs, classes and activities held in the Library, including Literacy and Wide Reading classes.
- Plan and conduct Library and research skills tutorials for small groups of students.
- Provide students with assistance with research, referencing, assessment tasks and assignments during Study Periods and After School Study.
- Undertake the supervision of students, including during Study Periods and After School Study. Ensure that the attendance of students who attend Study Periods and After School Study is recorded on a roll.
- Advise teaching staff on relevant resources to support the teaching of the curriculum. Collaborate with teachers to select materials for the collection with regard to the requirements of the curriculum and the provision of library services to the students and teachers. Produce basic curriculum support resources.
- Management of circulation and loan systems including charging and discharging of loans, handling reserves, overdue books/notices and other related material including letters to parents for materials not returned.
- Shelve, retrieve, process and maintain books, periodicals and non-book materials to ensure resources are in place.
- Conduct annual Library Stocktake procedures and generate reports
- Other duties as assigned by the Principal.

## **Qualifications**

- Completion of degree or post-graduate level Library & Information Studies is highly desirable
- Eligible for professional memberships to ALIA or equivalent
- Current Working with Children Check (WWCC)

## **Experience & Attributes**

- Experience and high-level skills in library information system applications, collections and services combined with high-level knowledge of library and information management principles.
- Demonstrated experience and skills in coordinating a Library, including having the ability to be flexible and adapt to a busy and changing environment.
- Demonstrated capacity to develop procedures and guidelines relating to the Library work area whilst consulting, collaborating and listening to others ideas.
- Demonstrated capacity to provide advice and support to management in respect to the Library.
- Demonstrated highly developed customer-focused library and information service to support staff and students
- Demonstrated commitment to professional learning and growth for both self and others.
- Demonstrated knowledge and capacity to promote reading, literacy and digital literacies.
- Demonstrated knowledge of young adult reading materials to assist classes and individual students with reading selection.
- Demonstrated professional knowledge and capacity in planning, development, management, implementation, promotion and evaluation of library services, information retrieval and digital technology, programs, devices and activities.
- Highly developed communication and interpersonal skills including the ability to liaise and work with a range of people including teachers, education support, students and parents, be adaptable, flexible and able to take direction as required.
- Highly developed literacy and numeracy skills with personal expertise of accuracy, precision, organization and planning.

## Applications

- Closing date for applications is Friday 26 November 2021 at 5:00pm; however, invitations to interview for this role may be extended prior to the closing date.
- Please note that Queenwood accepts only electronic applications, to be emailed to [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au).
- Applications that are not accompanied by the Queenwood Application for Employment form, available on the Queenwood website Employment page, will not be considered.
- Please note that Queenwood does not accept un-solicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.
- Please note that if shortlisted for interview you will be required to provide proof of right to work in Australia for the duration of the appointment.
- Applications should include:
  - Your WWCC number as per regulations effective as of June 15 2013.
  - A PDF version of your Resume & Cover Letter addressing the criteria and position requirements outlined in the role description.
  - Your Email Address and Contact Number.
  - The Names and Phone Numbers of three Confidential Referees.

*Please note that referees may be contacted immediately following interview; to assist with our decision-making process. In the event that you wish to receive a notification prior to this, please specify this in your application.*