Caroline Chisholm Catholic College Position Description – Librarian Technician & Archivist

CLASSIFICATION: Educational Support Officer

REPORTS TO: Principal via Head of Library

The Librarian Technician is directly responsible to the Head of Library and is integral to the school community and to the experience of learning for students and teachers.

The role of the Librarian Technician focuses on the operational and technical aspects of library and information services. This can involve the operation and maintenance of systems which support acquisition, organisation and management of library and information services resources and client access to information.

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| Duties |
| Specifically, duties include:* Encourage students and staff in using the library through supporting a range of library-based activities
* To effectively use of the library management system (Infiniti) maintaining the accuracy of the database, including stock take, circulation and cataloguing new resources in line with College processes and procedures.
* Process new resources
* Manage equipment, which is circulated through (Infiniti), e.g. cameras
* Shelve and maintain the spaces in order, create displays to promote resources and encourage users
* Administer and manage online and server-based media content system.
* Assist staff and students to be discerning users of information through the College’s Information Literacy Skills Program
* Enquiry desk duties
* Shelve and maintain the library spaces to create an attractive environment for users
* Support staff with supervision of students
* Managing the archiving of documents via File Director/SharePoint
* Maintain the storage and recording of College Artefacts
* Keep abreast of College software / data packages

**Team Culture*** Positively contributes to building effective team culture
* Positive assistance to team members and other teams to successfully achieve tasks within time frames
* Organisational decisions implemented and reinforced in a positive way
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| Key Performance Indicators |
| * Increase of students attending and visiting the BISC/TISC
* Increase of book and resource loans
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| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.**Other duties as directed by the Principal** |
| Selection Criteria |
| * A commitment to Catholic Education
* Appropriate qualifications and/or experience in working in Libraries
* Experience in working with children and running children programs in Libraries (desirable)
* Experience in the use of computerised database systems including accurate, efficient and effective data entry.
* Strong knowledge of Windows based computer applications is essential
* The ability to work under pressure with accuracy
* Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
* Ability to exercise high work ethics
* Ability to work under limited direct supervision and to exercise discretion within established work practices
* Highly developed oral and written communication and interpersonal skills
* Experience in working within a team environment
* Holds valid Working with Children Check
* National Police Check
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| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role. |
| Caroline Chisholm Catholic College is a Child Safe School |
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