

Position Description

OUR MISSION

Moore College exists to enable men and women to deepen their knowledge of God, through higher education in the field of theology, so that they might faithfully and effectively live exemplary Christian lives, proclaim and teach the word of God, and care for others in the name of Jesus Christ in all the world, to the glory of God.

Position Title:	Systems and Metadata Librarian
Industrial Instrument and classification:	Educational Services (Post-Secondary) Award, Level 4
Reports to:	Team Leader – Library and Archives
Primary Purpose of Position:	To administer the library's systems, databases and electronic resources and ensure their continued accessibility; to contribute to the library's technological development
Special tools/equipment used:	n/a
Special environmental conditions:	n/a
Interpersonal relations/relates to:	Library staff; IT staff; students and visiting researchers; members of the public
Number of staff under supervision:	n/a
Budget and/or revenue accountable for:	n/a
Mandatory qualifications and/or licences:	Relevant tertiary qualifications and eligibility for associate membership of the Australian Library and Information Association.

Essential Criteria:

- Relevant tertiary qualifications
- Experience in the administration of library systems
- Experience in the administration of databases and electronic resources
- Experience in the creation and enhancement of metadata for library resources
- Demonstrated digital dexterity
- Eligibility for Associate membership of the Australian Library and Information Association
- Ability to work across the operational hours of the library
- A commitment to the Christian Mission and Values of Moore College.

Desirable Criteria:

- Tertiary qualifications in information technology
- Experience in the higher education sector

Key Accountabilities		
Key Performance Area	Key Tasks	Performance Indicators
Systems administration	<ul style="list-style-type: none"> Administer library systems in accordance with established procedures Liaise with Team Leader and IT regarding software updates and troubleshooting 	<ul style="list-style-type: none"> Library systems administered according to procedures System issues addressed promptly, with the relevant staff members and/or vendor consulted
E-resources	<ul style="list-style-type: none"> Ensure all e-journals, e-books and databases are accessible to appropriate library user groups Implement new e-resource subscriptions Assist with serial accessions 	<ul style="list-style-type: none"> Faculty, students and public members have access to all subscribed full-text content New e-resources made available from the catalogue
Metadata	<ul style="list-style-type: none"> Catalogue new journals, ebooks and e-resources Monitor and improve existing metadata Assist with cataloguing projects as required 	<ul style="list-style-type: none"> New journals, e-books and e-resources catalogued according to standard Existing catalogue records enhanced
Digital dexterity	<ul style="list-style-type: none"> Keep abreast of trends and new developments in digital tools and technologies relating to libraries 	<ul style="list-style-type: none"> Regularly report to the Team Leader on any new developments in library technologies.
Service Desk	<ul style="list-style-type: none"> Provide customer service to library users by staffing the Service Desk across the opening hours of the Library. 	<ul style="list-style-type: none"> Response to library users at the Service Desk is both professional and efficient.
Staff	<ul style="list-style-type: none"> Assist and cooperate with other team members Encourage teamwork and foster good communication with staff, Faculty and students. Actively participate in staff and team meetings 	<ul style="list-style-type: none"> Evidence of participation in team meetings and effective teamwork.
Workplace Health & Safety	<ul style="list-style-type: none"> Compliance with WHS legislation and Policy and Procedures Participate in, promote and raise awareness of WHS with staff, Faculty and students. Ensure the maintenance of a safe, clean environment for residents, staff, Faculty and students. Attend mandatory annual WHS training 	<ul style="list-style-type: none"> Evidence of participation in WHS education e.g. fire training, as required. No evidence of noncompliance with WHS legislation and Policy and Procedures. Evidence of WHS activities e.g. data collection and audits.

	<ul style="list-style-type: none"> • Has a risk assessment and management approach to all activities. 	
Professional Development	<ul style="list-style-type: none"> • Maintain current competencies. • Attend internal and external training as required. 	<ul style="list-style-type: none"> • Competencies remain up to date. • Evidence of participation in internal and external training.

Level of Decision Making	
Decisions that can be made without referral to Manager:	
<ul style="list-style-type: none"> ▪ Implementation and interpretation of department policies and processes ▪ 	
Decisions that can be made after consultation with Manager:	
<ul style="list-style-type: none"> ▪ Implementation and interpretation of new policies and procedures ▪ 	
Employment Related Issues	
Performance Management	
<ul style="list-style-type: none"> ▪ Annual Performance review. 	
Acknowledgement	
I understand and accept the responsibilities as outlined in this position description.	
Print Name	
Signature	
Date	