

Position Description

About Moore Theological College	
Our Vision:	To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.
Our Mission:	To provide excellent evangelical theological education.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration, Stewardship, Innovation and Improvement, Cooperation and Teamwork

Position Details	
Position Title:	Library Assistant
Primary Purpose:	To provide general and library administrative support to the Head Librarian in the areas of general library circulation, customer service, processing and data entry.
Classification:	Educational Services (Post-Secondary Education) Award, General Staff Level 2
Special tools/equipment or conditions:	<ul style="list-style-type: none"> • Integrated library system (currently, Symphony) • Archival systems (e.g. Preservica, Quartex, ATOM) • Ability to undertake moderate physical labour (e.g. pushing full trolleys, lifting boxes of books) • Ability to work across the opening hours of the library (currently, Monday to Friday, 8:30am – 4:30pm) • Ability to work outside the opening hours of the library may be required on occasion
Relationships:	<p><i>Internal:</i></p> <ul style="list-style-type: none"> • Faculty • Staff <p><i>External:</i></p> <ul style="list-style-type: none"> • Students • Members of the public
Reports to:	Head Librarian
Date of issue:	November 2024

Qualifications, Skills, Knowledge and/or Experience

Essential:

- Demonstrated ability to work well in a team and follow direction
- Strong verbal and written communication and customer service skills
- Demonstrated ability to plan, prioritise and exercise initiative in attending to tasks
- General computer literacy and quick to learn the use of computer applications/systems
- Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College

Desirable:

- Experience working in a Library or Archive environment

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Name:

Signature:

Date:

Key Accountabilities

Key Performance Area	Key Tasks	Performance Indicators
Quality		
Service Desk	<ul style="list-style-type: none"> Provide customer service on the Service Desk during the opening hours of the Library, subject to the library roster. 	<ul style="list-style-type: none"> Service Desk is staffed subject to the roster. Professional, friendly and efficient customer service is provided. Professional standard of personal presentation is maintained.
Special Collection Circulation and Processing	<ul style="list-style-type: none"> Retrieval of requested items Processing items that are being sent for digitising or binding. 	<ul style="list-style-type: none"> Correct item/s retrieved and communicated to appropriate individual/s Return item/s to correct storage location/s Careful handling of fragile and valuable item/s Item/s location updated in Catalogue.
Data Management	<ul style="list-style-type: none"> Edit digital assets in Preservica. 	<ul style="list-style-type: none"> Editing as appropriate according to item to ensure correct information is displayed
Influence		
Team support	<ul style="list-style-type: none"> Provide support to the Head Librarian as required Supporting other staff members as needed 	<ul style="list-style-type: none"> Tasks are completed as per instructions Current processes are documented.
Communication	<ul style="list-style-type: none"> Communicate issues, needs, or plans with the Head Librarian in a timely manner to ensure any potential impacts have been considered or planned for. Effectively communicate information relevant to tasks, providing feedback as required and ensuring relevant team members are aware of the progress of tasks. 	<ul style="list-style-type: none"> Library team, particularly the Head Librarian, is aware of team member's tasks and progress. Information is provided accurately and in a timely manner. Stakeholders are kept appropriately informed. Communication/correspondence is appropriate to the audience.
Cross-unit Cooperation	<ul style="list-style-type: none"> Collaborate with other departments as required. 	<ul style="list-style-type: none"> Other departments are aware of potential impacts of department plans.

Capacity		
Library Events	<ul style="list-style-type: none"> • Provide assistance with events as required 	<ul style="list-style-type: none"> • Event runs smoothly according to Head Librarian's direction.
Integrated Library Systems	<ul style="list-style-type: none"> • Develop a good working knowledge of the user interface of Symphony/Enterprise. • Develop a good working knowledge of Preservica and Quartex. 	<ul style="list-style-type: none"> • Completion of tasks that are required.
Sustainability		
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General		
Community	<ul style="list-style-type: none"> • Demonstration of the College's values. • Make a positive contribution to the College culture. • Encourage teamwork and foster good communication. • Assist and work collaboratively with others. • Actively participate in team and other meetings. 	<ul style="list-style-type: none"> • Participation in team and other meetings. • Contributes positively to the College culture.
Risk and Compliance	<ul style="list-style-type: none"> • Compliance with WHS legislation, policy and procedures. • Participate in, promote and raise awareness of WHS in the College community. • Contribute to the maintenance of a safe, clean environment in the College community. • Ensure compliance with College policies and procedures, applicable legislation and regulatory frameworks. • Manage risk appropriately in all work activities. • Undertake other duties as directed by the relevant supervisor/manager. 	<ul style="list-style-type: none"> • Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Evidence of risk management in work activities. • When applicable, documents are regularly updated in the record management system.

Professional Development

- Maintain current competencies.
- Attend internal and external training as required.
- Participate in the annual performance review.

- Competencies remain up to date.
- Evidence of participation in internal and external training.
- Performance reviews are conducted annually.