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| Position Description *(Team member)* |
| **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. |
| **Position Title:** | Library Technician |
| **Industrial Instrument and classification:** | Educational Services (Post-Secondary) Award, General staff, level 3  |
| **Reports to:** | Team Leader, Library & Archives |
| **Employment status:**  | Full time  |
| **Primary Purpose of Position:** | To accession print serials, supply interlibrary loans to other libraries, process shelf ready material, copy catalogue monographs (books and pamphlets) according to RDA, DDC and LCSH  |
| **Special tools/equipment or conditions:** | SymphonyWork across the opening hours of the library. Lifting/moving boxes |
| **Relationships:**  | **Internal:** Students Operations Team Finance team  |
| **External:** Other libraries  |
| Selection Criteria  |
| **Essential:** * Library Technician qualification from an accredited provider
* Attention to detail
* Demonstrated ability to provide high-quality, client- focused library services
* Demonstrated ability to communicate effectively with students, faculty, staff, scholars and researchers and with members of the general public
* Team player
* Ability to support and promote the Christian mission and values of Moore College
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| **Desirable Criteria:*** Experience in providing library services within a specialised academic library
* Demonstrated basic knowledge of the major European languages, particularly German or French
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| Acknowledgement |
| **I understand and accept the responsibilities as outlined in this position description.** |
| Employee Name |  |
| Signature |  |
| Date |  |

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| Key Accountabilities |
| **Key Performance Area** | **Key Tasks** | **Performance Indicators** |
|  **Quality**  |
| **Materials Display** | * Display the weekly output of catalogued monographs and accessioned serials.
 | * Displays are updated weekly and arranged neatly.
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| **Influence** |
| **Communication** | * Ensure that relevant information regarding library matters, plans or issues are effectively communicated to key stakeholders, including faculty and staff.
 | * Stakeholders are kept informed
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| **Cross unit cooperation**  | * Collaborate with other departments as required.
* Communicate issues, needs or plans with other departments in a timely manner to ensure any potential impacts have been considered or planned for.
 | * Other departments are aware of potential impacts of department plans.
* Information is provided accurately and in a timely manner.
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| **Capacity** |
| **Document supply** | * Supply document delivery to requesting libraries usually via the LADD system.
 | * Documents are supplied to requesting libraries according to LADD guidelines.
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| **Cataloguing** | * Process monographs (books and pamphlets) according to the Library’s policies and procedures.
* Copy catalogue and end process monograph material according to the Library’s policies and procedures using RDA, LCSH and DDC.
* Assess pamphlet material for suitability
* Pamphlets digitised in PDF format with OCR processing and saved appropriately.
 | * Shelf ready books and records are available within two days.
* Monographs are sent for shelving and records are available within three days.
* Material only added to the collection that supports the Library’s collecting scope
* PDF files created for each item with all pages present and appropriate file name.
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| **Serials Accessioning**  | * Accession print serials using the Symphony database.
 | * Serials record displays the accessioned issue.
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| **Sustainability** |
| **Other**  | * Complies with any other duties or requirements as directed by the supervisor.
* Document processes as required.
 | * Current processes are documented.
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| **General**  |
| **Community**  | * Demonstration of the College’s values
* Make a positive contribution to the College culture
* Assist and cooperate with other teams
* Encourage teamwork and foster good communication.
 | * Participation in team and staff meetings
* Contributes to the College culture
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| **Risk and Compliance**  | * 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.
* Ensures compliance with College policies and procedures, applicable legislation and regulatory frameworks.
* Manages risk appropriately in all work activities.
 | * Evidence of participation in WHS activities, e.g. training.
* Evidence of risk management in work activities.
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| **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 completed annually
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