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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:** | | Symphony  Work 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 | | |
| **Desirable Criteria:**   * Experience in providing library services within a specialised academic library * Demonstrated basic knowledge of the major European languages, particularly German or French | | |
| 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. |
| **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 |
| **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. |
| **Capacity** | | |
| **Document supply** | * Supply document delivery to requesting libraries usually via the LADD system. | * Documents are supplied to requesting libraries according to LADD guidelines. |
| **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. |
| **Serials Accessioning** | * Accession print serials using the Symphony database. | * Serials record displays the accessioned issue. |
| **Sustainability** | | |
| **Other** | * Complies with any other duties or requirements as directed by the supervisor. * Document processes as required. | * Current processes are documented. |
| **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 |
| **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. |
| **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 |