

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

Position Details	
Position Title:	Digital Resources Librarian
Primary Purpose:	To administer the library's systems and digital resources and ensure their continued accessibility, and to contribute to the library's technological development.
Classification:	Educational Services (Post-Secondary Education) Award, General Staff Level 5
Special conditions:	• Ability to work across the opening hours of the library (currently, Monday to Friday, 8:30am – 4:30pm) • Ability to undertake moderate physical labour (e.g. pushing full trolleys, lifting boxes of books)
Relationships:	<i>Internal:</i> • IT team • Communications team • Faculty • Staff <i>External:</i> • Students • Members of the public • Other libraries • Visiting researchers • Youthworks College faculty and students
Reports to:	Head Librarian
Date of issue:	October 2025

Qualifications, Skills, Knowledge and/or Experience	
Essential:	
• Bachelor's degree (or higher) in Library and Information Services • Experience in the administration of library systems, including the ability to troubleshoot • Experience in the creation and enhancement of metadata for digital multimedia resources • Demonstrated understanding of the issues surrounding the delivery of high quality, client focused library services and the ability to communicate effectively with library stakeholders • Demonstrated digital dexterity and ability to take initiative • Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College	
Desirable:	
• Experience in the administration of digital archive systems • Tertiary qualifications in information technology • Experience in the provision of library and information services within a higher education research library environment • Understanding of the Sydney Anglican diocese	

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
Core		
Systems Administration	• Administer library systems in accordance with established procedures. • Liaise with Head Librarian and IT team regarding software updates and troubleshooting. • Keep abreast of trends and new developments in digital tools, digital preservation, and technologies relating to libraries.	• Library systems are administered according to procedures. • System issues addressed promptly, with the relevant staff members and/or vendor consulted. • Regularly report to the Head Librarian on any new developments in library technologies.
Digital Resources	• Ensure all digital resources are accessible to appropriate library user groups and the public. • Transfer content from obsolete carriers into appropriate digital formats. • Catalogue new digital resources. • Monitor and improve existing metadata. • Assist with cataloguing projects as required. • In collaboration with other library team members, promote the library's digital resources (and other services).	• Faculty, students and members of the public have access to digital resources. • New digital resources made available from the archives catalogue. • Obsolete carriers are digitised. • New digital resources catalogued according to standard. • Existing catalogue records enhanced.
Service Desk	• Provide customer service on the service desk during the opening hours of the library subject to the library roster.	• The service desk is staffed subject to the roster and quality customer service is provided.
Youthworks College Library	• Provide professional library services to Youthworks College, including cataloguing, circulation, and information literacy.	• Library services are provided to Youthworks College as required.

General		
Community	• Demonstrate the College's values. • Make a positive contribution to the College culture, including encouraging and participating in teamwork and fostering effective communication across teams. • Actively participate in team and other meetings.	• Participation in team and other meetings. • Communication with relevant stakeholders is appropriate, accurate and timely. • Makes a positive contribution to the College culture.
Risk and Compliance	• Sign and adhere to the Code of Conduct. • Comply with College policies and procedures. • Comply with all applicable legislation and regulatory frameworks. • Participate in, promote and raise awareness of Safeguarding and Work Health and Safety (WHS) in the College community. • Contribute to the maintenance of a safe and clean environment in the College community. • Manage risk appropriately in all work activities. • Maintain relevant College records in accordance with policy requirements. • Support the documentation of relevant processes as required. • Undertake other duties as directed by the relevant supervisor/manager.	• Evidence of knowledge of and compliance with relevant legislation, policies and procedures. • Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc. • Evidence of risk management in work activities. • Documents are regularly maintained in the records management system. • Relevant processes are documented, updated (as needed) and followed.
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.