



ST MARY'S
COLLEGE

APPLICATION PACKAGE

LIBRARY TECHNICIAN



Catholic
Education
Tasmania

Student Focused
Christ Centred
Learning for Life

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

Position Description

Title	Library Technician
Award	<i>Tasmanian Catholic Education Single Enterprise Agreement 2018</i>
Classification	Library Level 3
Terms of Employment	Ongoing position 13.5 hours per week, term time 2 days, 8.30am – 4.05pm Commencing as soon as possible

Environment

St Mary's College, Hobart is a Catholic school providing education for girls from Kindergarten to Year 12. Founded in 1868 by the Presentation Sisters, the College's mission is: In a world of constant change, strive to live the teachings of Jesus Christ within the tradition of the Catholic Church, develop just and compassionate people who are resilient, responsible and informed and ready to contribute to society. The beautiful sandstone façade of the College, situated in the city, belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

The Position

The Library Technician is accountable for coordinating the efficient and effective delivery of a range of library and information services which enhance student learning outcomes by promoting literacy and making available a wide variety of resources relevant to the College's learning and teaching program.

Within the role, the Library Technician supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes.

The Library Technician works with direction under the Teacher Librarian and exercises judgement and discretion in dealing with a range of complex or specialised responsibilities. The Library Technician applies substantial knowledge and skills to work assignments to improve effectiveness and performance within areas of responsibility.

Organisational Requirements

As an employee in Catholic Education Tasmania

- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools

KEY RESULT AREAS

Enhance student learning outcomes

- Maintain a contemporary and diverse physical and online collection and access to other learning resources that supports the learning and recreational needs of students and staff.
- Develop and provide access to resources that help a diverse user group access and retrieve information from library collections or other sources.
- Provide advice and support to staff as they uphold school policy in the areas of information and communication technology (ICT), copyright and academic integrity.
- Coordinate general and special interest materials and displays to enhance the learning and teaching program.
- Provide literacy or subject-specific research support to staff to enhance their learning and teaching programs.
- Ensure that the library is a welcoming environment that encourages learning by establishing behaviour management standards and assists with supervising students when required.

Create a quality customer experience.

- Establish and maintain systems and procedures to ensure the efficient and effective functioning of library services and delivery of customer service excellence.
- Ensure the College Library is maintained to ensure users have safe and easy access to all services.
- Resolve complex information service requests from students and staff with due care, diligence and sensitivity.
- Communicate clearly and concisely.
- Respect and protect staff, student and family privacy and confidentiality.
- Assist in promoting a positive image of the College in all interactions.

Administration

- Establish guidelines and templates for the preparation of routine correspondence regarding library services.
- Provide advice and support to ensure that the College's record retention and disposal policy and procedures meet organisational standards.
- Administer the College's information services databases and specialist software applications.
- Analyse relevant data and information and make recommendations to enhance operations.
- Manage and facilitate Junior School Scholastic Program

Team effectiveness and collaboration

- Support and assist teaching and leadership teams to deliver effective student outcomes.
- Develop positive relationships and work collaboratively with colleagues and other members of the school community to enhance student outcomes.
- Maintain constructive and professional behaviour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and senior staff.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Actively participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Actively participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from line manager to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web software.
- Utilise specialised programs relevant to Libraries.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace.
 - contribute to safe systems of work; and
 - promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

PERSONAL CAPABILITIES

- Knowledge and experience in coordinating a broad range of information services in a library with a diverse range of users.
- Proficient with office equipment and technology and use of Microsoft Office, ClickView and Oliver.
- Work independently with broad direction.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated professional integrity.
- Work collegially in a team environment.
- Apply high-level communication skills, both verbally and in writing to a wide range of people.
- Excellent time management and organisational abilities.
- Demonstrated accuracy and attention to detail.
- Reliable and dependable.
- Demonstrated openness and ability to adapt and coordinate change.
- Able to use initiative to anticipate and create practical solutions to problems.
- Able to maintain integrity and confidentiality when dealing with sensitive information and matters.
- Able to undertake research and data analysis.
- Able to manage and resolve conflict in a constructive manner.

EVIDENTIARY REQUIREMENTS

Essential

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)
- Qualification in Library Information Services or equivalent qualification and/or experience

Desirable

- Advanced Diploma in Information Services or equivalent qualification and/or experience

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The Library Technician role is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The Library Technician uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required.

Selection Criteria

- Willingness to support the ethos of a Catholic school.
- Good interpersonal and communication skills including the ability to work with all members of the College community both individually and as a member of a team.
- Experience and knowledge of working in a School library.
- Excellent organisational and priority management skills.
- Knowledge of workplace Health and Safety principles and a commitment to the maintenance of a safe working environment.
- Relate effectively to students with varying needs.

Additional Position Information

Start date:	As soon as possible
Tenure:	Ongoing position 13.5 hours per week, term time 2 days, 8.30am – 4.05pm
Location:	St Marys College, 164 Harrington St Hobart 7000
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Applications must include:

- Introductory cover letter stating why you wish to work at St Marys College and what you can bring to the role.
- A current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. Ensure the names and contact details of two recent referees.
- Address the selection criteria with a written response to each dot point. Applicants that do not address the selection criteria cannot be considered for the position.

Your application is to be submitted via the St. Mary's College website by clicking on the "**online application form**" link.

<https://www.smc.tas.edu.au/employment/>

CLOSING DATE FOR APPLICATIONS: Wednesday 3rd July 2024 at 12.00pm

Please note:

Applications will not be accepted after the closing date.

If you have any further queries regarding your application please contact Natalie Prokopiec, Human Resources Coordinator on (03) 6108 2560 or hr@smc.tas.edu.au

Interviews - The interview panel will meet with short-listed applicants (details to be advised). Not all applicants will be interviewed.

Confidentiality - Applicants are assured of confidentiality in respect to application submissions, and the information contained therein.