

## POSITION DESCRIPTION - LIBRARIAN

<b>REPORTS TO</b> Manager Formation and Education	<b>GRADE: 4</b>
<b>ORGANISATIONAL SUMMARY</b> The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 4000 staff across its parishes and agencies.	
<b>VISION</b> To live the joy of the Gospel and share it with the world.	
<b>MISSION</b> We are committed to serving all in the community so that they may experience life to the fullest.	
<b>OUR VALUES</b> Compassion Hope Integrity Justice Participation	
<b>PRIMARY PURPOSE</b> The purpose of this position is to continue the re- establishment of the DoMN Library project and manage, maintain, and supervise a relevant, accessible and current information service to adult educators, students and the community of the Diocese of Maitland-Newcastle.  The Librarian will provide high quality library and information services to internal and external stakeholders for the purpose of research, assignments, teaching materials and personal and professional development.  This position will also manage the day-to-day operations, oversee the library budget, promote the Resource Centre services and report on the monthly utilisation to the Manger Formation and Education.  The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.	

KEY ACCOUNTABILITIES	
KEY PERFORMANCE AREA	KEY TASKS
<b>Project Delivery</b>	<ul style="list-style-type: none"> <li>• Re-establish the Resource Centre by setting up the learning hub, collections, infrastructure and other resources as necessary</li> <li>• Promote the library website and OPAC</li> <li>• Liaise with agency and parish stakeholders to determine the library needs for diocesan agencies</li> <li>• Implement strategic plan initiatives set by the Trustees of the Bernard Kennedy Christian Library Trust</li> </ul>
<b>Manage the day-to-day operations</b>	<ul style="list-style-type: none"> <li>• Use the Softlink Library Management System <b>Liberty</b> for circulation, cataloguing, and accessioning</li> <li>• Provide high level customer service in the provision of assistance to borrowers for research, assignments, teaching materials, and personal and professional development</li> <li>• Provide seminars and professional development to stakeholders on contemporary learning and research skills</li> <li>• Undertake library maintenance activities in a timely manner, including an annual stocktake, and weeding of resources</li> </ul>
<b>Budget management and procurement</b>	<ul style="list-style-type: none"> <li>• Manage the annual budget to maintain a current and relevant Resource Centre</li> <li>• Consult with Heads of Sections, Resource Centre clients, stakeholders and other key personnel to establish priorities for resource acquisition and development</li> <li>• Comply with diocesan and trust fund policies and procedures when procuring resources</li> <li>• Allocate resource funds equitably across the collection in line with policy</li> </ul>
<b>Promotion of the Resource Centre</b>	<ul style="list-style-type: none"> <li>• Provide a range of training/promotional sessions to increase awareness of library services and opportunities for collaboration</li> <li>• Contribute promotional material to appropriate Diocesan publications to raise the library's profile</li> </ul>

<p><b>Reporting</b></p>	<ul style="list-style-type: none"> <li>• Develop a reporting tool which meets the governance requirements of the Diocese and Trust</li> <li>• Collate statistics and other information on a regular basis</li> <li>• Prepare and produce reports to meet the Diocese's and Trust's reporting obligations</li> </ul>
<p><b>Functional Requirements</b></p>	<ul style="list-style-type: none"> <li>• Frequent repetitive neck, upper body, wrist, hand and finger movements for data-entry and word-processing tasks.</li> <li>• Frequent use of hand-held objects and equipment such as telephones, writing tools and books/paper. Will also need to operate computers, printers, copiers and a range of other office equipment and refill paper trays and ink supplies etc.</li> <li>• Occasional lifting, pulling or carrying, bending and walking around the office/resource centre.</li> <li>• Squatting or crouching, bending or twisting not a significant component of this job.</li> </ul>
<p><b>QUALIFICATIONS</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Degree in Library Science or equivalent librarianship qualifications and or relevant experience working in a public library, educational or theological setting.</li> <li>• Current Class C Driver's Licence</li> <li>• Working with Children Check</li> <li>• National Criminal History Check</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience with Softlink's <i>Liberty</i> library management system OR the ability to self-learn the system</li> <li>• Current Senior First Aid Certificate</li> <li>• ALIA Accreditation (or working towards)</li> </ul>	

**SKILLS AND EXPERIENCE**

- Demonstrated experience working in an educational and/or theological setting or within a public library.
- Demonstrated experience using library management systems and technology, including intimate knowledge of the Liberty Library Management System or a willingness to be trained and self-learn.
- High level communication skills and experience in delivering best-practice customer service
- Clear understanding of and commitment to the mission, vision and values of the Diocese of Maitland-Newcastle and its agencies
- High level of confidentiality and discretion when undertaking work
- Excellent organisational skills and high level of initiative with a capacity to work effectively with minimal supervision.
- Ability to effectively build relationships and work within a team environment.
- Ability to complete the physical requirements of the job with or without a reasonable accommodation, including but not limited to manual tasks such as lifting and moving boxes of books, shelving and relocating resources in a multi-story building.

**KEY RELATIONSHIPS:**

<b>INTERNAL</b>	<b>EXTERNAL</b>
Formation and Education Office	Contractors
Religious Education and Spirituality Team	The Australian Institute of Theological Education Australian Catholic University
Trustees of the Bernard Kennedy Christian Library Trust	Other Tertiary Institutes
Parishes including school communities	Volunteers
REC's, RSC's, Ministry Co-ordinators, School Librarians	
Diocesan Archivist	

**LEGISLATIVE AND RISK REQUIREMENTS**

**Occupants must:**

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.
- Report, as soon as practicable to the Head of Human Resources, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest;
- Take reasonable action to understand and familiarise himself/herself with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality.
- Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;
- Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.

**EXPECTED EMPLOYEE BEHAVIOUR**

**Employees must:**

- Treat all people with respect, sensitivity, courtesy, understanding and compassion
- Embrace diversity and difference in those they serve or with whom they work
- Promote personal growth, ongoing professional development and develop both in themselves and others
- Commit themselves to effective professional working relationships with colleagues and clients
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
- Exhibit transparency, accountability and act responsibly in the use of Church resources
- Provide professional and competent service
- Comply with relevant legislation and directives
- Be mindful of privacy principles and manage information accordingly

Signature of Incumbent:

Date:

Supervisor:

**Position Description Last Reviewed**

November 2022

**Next Review is due on** November 2023