1. **POSITION DESCRIPTION**

Position Title: Library Manager

Department: Catholic Theological College

Location: Thomas Carr Centre, Victoria Parade, East Melbourne

Employment Status: Full Time (1.0 FTE)

Reports to: Master, Catholic Theological College

Direct reports: Mannix Library Staff

1. **POSITION PURPOSE**

The Mannix Library Manager plays a pivotal role in shaping the mission and reputation of the library, ensuring the efficient and effective performance of all aspects of the library’s operation, fostering a vibrant learning environment for Catholic Theological College faculty and students, other University of Divinity members, and Archdiocesan communities.

The manager will lead a dedicated team in providing high-quality library services, fostering information literacy, and maximizing the library's impact within stakeholder communities.

This position offers a diverse range of responsibilities, encompassing professional user services, information literacy development, collection management, resourcing and marketing, and strategic planning.

1. **ORGANISATIONAL DESCRIPTION**

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Catholic Theological College offers theological degree courses at undergraduate and graduate levels as a College of the University of Divinity.  It is committed to the highest standards of teaching and research in philosophy and theology within the Catholic tradition. It collaborates in the Church’s mission to spread the Gospel and provides academic formation for people committed to ministry in the Church and service of the wider community.

Mannix Library, established in 1923, is a vibrant learning hub serving the academic community of Catholic Theological College within the University of Divinity. It provides a rich collection of resources and services to support the diverse needs of students, faculty and the greater University of Divinity community.

1. **KEY ACCOUNTABILITIES**
2. **Leading for Mission and Engagement**
   1. Liaise with key stakeholders to align library services with missional needs.
   2. Promote the library collection and services with key stakeholders and the wider community.
3. **Leading for Strategic Effectiveness and High Performance**
   1. Manage staff performance, review and appraisal in team-oriented and collaborative environment.
   2. Lead the strategic development and delivery of library services to meet evolving student, faculty, and stakeholder needs.
   3. Develop and maintain the Mannix Library Strategic Plan, policies and procedures.
   4. Oversee all aspects of library operations, including budget management, liaising with CAM, resource acquisition, and staff development.
   5. Oversee marketing and promotion of Mannix Library and the Library Hub resources and services via various platforms (including social media presence).
   6. Takes reasonable care to protect the health and safety of themselves, fellow staff and others in the workplace.
4. **Technical Services and Collection Management**
   1. Participate in information literacy programs and orientation sessions for Library users.
   2. Coordinate provision of reference services, cataloguing and classification, end-processing of resources.
   3. Liaise with CTC staff and other University members to ensure resources are current and relevant for their courses, in line with the Mannix Library acquisition policy.
   4. Attend meetings with vendors (in-person, virtually, or via conferences/seminars/CAUL Vendor Day).
5. **External Services**
   1. Oversee delivery of annual targets relating to Library Hub Agreement with the University of Divinity.
   2. Liaise regularly with the University Librarian.
   3. Ensure delivery of services arising from service agreements or contracts.
6. **Liaison and Representing the Library**

5.1 Report on Mannix Library at CTC Academic Committee and Executive meetings as needed.

5.2 Cultivate strong partnerships with other UD libraries for a collective approach to information services .

5.3 Represent the library on UD Library Committee and advocate for the library's mission and vision.

5.4 Represent Mannix Library on relevant professional bodies, eg. Australian and New Zealand Theological Library Association; Australian Library and Information Association.

5.5 The Archdiocese may require you to undertake other duties from time to time commensurate with your qualifications, knowledge, experience, and ability.

1. **JOB COMPETENCIES – (SKILLS)**

* Demonstrated leadership, communication, organisational and interpersonal skills.
* Experience in leading library services within a higher education setting.
* Demonstrated expertise in information technology and its application in libraries, including OCLC Library Management System, or similar; RDA, MARC 21, Dewey Decimal Classification.
* Experience working within a theological or religious context (highly desirable).
* Demonstrated experience in budget management (highly desirable).
* Understanding of library consortia and inter-library cooperation (highly desirable).
* Proficiency in library management systems (highly desirable).

1. **PERSONAL COMPETENCIES – (ATTRIBUTES)**

* Positive and enthusiastic promoter of the Library and its mission.
* Ability to relate to a variety of people and develop sound working relationships.
* Ability to foster a safe, collaborative and inclusive work environment.
* An understanding of, and commitment to, the values and ethos of the Catholic Church.
* High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.

1. **KEY SELECTION CRITERIA**

* A Master’s degree (or equivalent) in librarianship or information management that is recognised by the Australian Library and Information Association (ALIA), with 4 or more years of experience.
* Experience in leading library services within a higher education setting.
* Demonstrated expertise in information technology and its application in libraries.
* Demonstrated leadership, communication, organisational and interpersonal skills.
* Willing to adjust working hours when required by CTC timetable.
* National Police record check (essential).
* Working with Children Check (essential).

1. **OUR WORKPLACE VIRTUES**

We are intentional in the way that we work, deliberate in observing the impact we have on others, and mindful to make decisions in alignment with our workplace virtues:

1. **Wisdom**: Blessed are those who see for wisdom, for they shall judge wisely.
2. **Integrity**: Blessed are those who act with integrity, they shall experience inner peace.
3. **Honesty**: Blessed are those who act honestly, they will be trusted by others.
4. **Compassion**: Blessed are those who show compassion, they will receive understanding in return.
5. **Sustainability**: Blessed are those who seek justice for the earth, their descendants shall flourish
6. **Forgiveness**: Blessed are those who are able to forgive, for they will be forgiven.
7. **Generosity**: Blessed are those who are generous, for they shall receive an eternal reward.
8. **Courage**: Blessed are those who have the courage of their convictions, for they are modern heroes and heroines.
9. **POSITION DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the position description for Library Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_