



## Role Description

<b>Title:</b>	<b>School Officer: Information Services Library</b>
<b>Reports to:</b>	Principal
<b>Classification:</b>	School Officer Level 3

### 1.0 Purpose

Under the direction of the Teacher Librarian, the School Officer: Information Services Library will assist in the routine day to day provision of Library and Information Services to students and teachers.

### 2.0 Experience and qualifications

#### Essential

- tertiary qualifications at certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications, and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- advanced level skills in the use of Microsoft Office suite
- effective communication and relationship building skills
- ability to work independently within established professional guidelines
- demonstrated experience in the use of Library Management Software (e.g. Libcode)
- proven ability to deliver timely and efficient results within the context of their duties
- demonstrated experience supporting teachers and students in an educational environment
- demonstrated commitment to customer service in the context of the school library and information services
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one before commencing
- empathy with the values and ethos of the Catholic faith

#### Desirable

- Certificate III in Library and Information Services or Certificate III in Library and Cultural Services or a related field

### 3.0 Key result areas

- 3.1 undertake the delivery of all 'client' services in a welcoming and supportive manner
- 3.2 efficient and timely completion of processing tasks
- 3.3 efficient and timely completion of all circulation tasks

- 3.4 support students and teachers in their successful interaction with information sources across all formats
- 3.5 collaborate and communicate with other members of the school and the members of the other directorates within TCS to ensure that high professional standards are met
- 3.6 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.7 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

#### 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

#### 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### School Officer: Information Services Library

**Please note:** this statement links to the key result areas in the Role Description

#### **3.1 undertake the delivery of all ‘client’ services in a welcoming and supportive manner**

- assist clients to locate items through the library management system (e.g. Libcode) and more broadly in the library and virtual library
- undertake search requests from clients
- maintain an inviting environment in real and virtual space

#### **3.2 efficient and timely completion of processing tasks**

- contribute where requested and appropriate to matters of collection development
- search SCIS for records for all new resources for the library
- import SCIS records through the database
- process all new equipment through the library database
- complete end processing for all resources as per the relevant Guidelines
- import electronic resources
- under direction organise all items appropriately for circulation etc.
- repair items, when necessary, as per training standards provided

#### **3.3 efficient and timely completion of all circulation tasks**

- under the direction of the Teacher Librarian maintain the borrower database
- provide daily loans and returns from the library collections
- provide regular reminders of overdue loans to all users
- promptly shelve all books and other items
- complete a shelf check of all collections weekly to ensure an accurate order for users
- reserve items on request and notify the user of the availability
- freeze items on request or otherwise change loan periods on request
- provide bulk loans of items on request
- recall all items, from all users to the library at the end of each year for stocktaking purposes

#### **3.4 support students and teachers in their successful interaction with information sources across all formats**

- under direction maintain elements of the library’s digital portal e.g. CMEWeb, Wheeler
- under direction maintain the library database as an accurate record of all the resources
- assist with the maintenance of equipment (including ICT devices) located in the library
- undertake audiovisual recording as directed
- under direction prepare and develop materials for displays in the library and the digital library portal
- maintain the booking service for the library to ensure equitable access for all users
- assist clients in the use of devices and software located on the library eplatforms

#### **3.5 collaborate and communicate with other members of the school and the members of the other directorates within TCS to ensure that high professional standards are met**

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions, and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- establish and maintain effective communication networks with stakeholders

- work collaboratively with stakeholders
- effective communication orally, in writing and across digital communication tools

**3.6 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**

- contribute as a member of the school to achieve the strategies set out in the school strategy and the TCS Strategic Plan
- attend professional development as appropriate
- document and report on the progress of initiatives in the school strategy and the TCS Strategic Plan as required

**3.7 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- duties may include the completion of project work that presents itself during the operational and strategic review of the actions associated with the school strategy, TCS Strategic Plan or other directorate strategies
- undertake an annual stocktake within standard routines
- basic problem solving on their workstation and printer