Library Technician

St Rita’s College, Brisbane
About St Rita’s College

With a reputation for academic excellence, St Rita’s College, Clayfield, a Catholic day school for girls in Years 7—12, provides a versatile and extensive curriculum that allows our students to engage with the world both critically and creatively. With a talented teaching staff, state-of-the-art facilities and cutting-edge technology, our students learn in a vibrant environment that sparks ideas, inventiveness and imagination. The successful applicant will make a contribution to enhancing our engaging and innovative learning community.

Our Mission Statement

St Rita’s College follows the mission of Jesus as lived by the founder of the Presentation Sisters, Venerable Nano Nagle. Our community seeks to inspire engaging, inquisitive and passionate learning, leading to action for a just world.

Our Vision Statement

As a dynamic Catholic faith community, our vision is to:

• Embody and promote leadership as service, growing from critical reflection and leading to action for justice.
• Challenge and support each member of our community in an environment of collaboration and respect.
• Nurture and educate, in partnership with families, young, articulate women of integrity who are increasingly independent, discerning, creative and resilient.

Our Pillar Statement

Our six pillars, which are drawn from our Presentation charism and the life of St Rita, underpin all we do:

• Compassion
• Hospitality
• Simplicity
• Courage
• Justice
• Hope
About the Position

The Library Technician works collaboratively with the Library team to support the mission of the Nano Nagle Resource Centre in promoting and fostering intellectual curiosity, academic risk taking, and the holistic development of students and staff. The Library Technician position is responsible for maintaining excellent library resources and contributing to a stimulating, information-rich learning environment that invites students and staff to use and participate in the various library programs and spaces. The primary objective of this role is to provide support to the Head of Library in the day to day running of the College Library. The role requires undertaking a range of complex and often competing tasks. Service excellence, flexibility and teamwork are essential requirements.

Characteristics

The Library Technician assists the Head of Library to organise and manage library, audio visual and information systems, as well as the print and digital resources to support the curriculum. A commitment is required to ongoing professional development by actively participating in professional communities through meetings, workshops, and professional reading to provide current and relevant library services. The employee in this position is required to demonstrate competency involving the self-directed application of knowledge with substantial depth in some areas. A range of technical and other skills are applied to roles and functions in both varied and highly specific contexts. Discretion and judgement are required in planning and selecting appropriate equipment, service techniques, and work organisation for self and others. The Library Technician works with the Head of Library to develop the framework for and provide the instruction to students under the general supervision of an academic staff member. Responsibility for the planning and management of the work of others is also involved and the supervision and training of other staff may also be involved.

Duties

Under the direction of the Head of Library, duties performed include, but are not limited to:

Key duties

- Ensure the smooth daily operation of Library systems
- Develop and deliver learning experiences to staff and students related to the library and information services; and
- Supervise and train other library team members as required.

Library Services

- Open and/or close the Library before and/or after school per roster
- Contribute to the operation and maintenance of a library environment that is conducive to effective teaching and learning
- Provide supervision of students outside of timetabled lessons
- Oversee and participate in collection management and development processes
- Be discerning in the selection of appropriate resources, both physical and digital
- Liaise with and maintain excellent relationships with suppliers and other College staff
- Manage the circulation of resources including Book Hire services
- Maintain purchasing and expenditure records and process invoices and payments
- Promote library systems and services to the school community
- Respond to enquiries from library users in a timely and respectful manner; and
- Undertake clerical duties, as appropriate.
Curriculum Support
- Search and select resources to support current teaching and learning programs; and
- Create and populate webpages for assignment support (Research Guides) using LibGuides or other platforms.

Assist Library users
- Develop, deliver and provide classroom support in relation to Library services including reading promotion, digital literacy instruction, and Library and ICT orientation under supervision of an academic staff member(s)
- Assist the Head of Library and teaching staff in the implementation of Library rules, services, and procedures.

Developing and Maintaining Library Culture
- Assist in the coordination of literacy events through event planning and logistical organisation including liaising with authors and publishers; arranging travel and accommodation and assisting with the budget; and
- Promote literacy, including reading, and digital and information literacy, among students and staff.
- Perform other duties as required by the Principal or delegate

Skills and Attributes

The employee in this position is required to demonstrate competency involving the following skills and abilities:
- Be fully supportive of the objectives and ethos of Catholic education;
- A working knowledge of library management principles and standards, AACR2, DDC22, RDA and SCIS
- Knowledge of print and digital copyright regulations and the Referencing and Bibliographic requirements of the APA 7
- Strong organisational and administrative skills, including the ability to prioritise and manage work with attention to detail
- Ability to acquire resources through the searching of online databases and other sources for assignment support and academic reading
- Strong verbal and written communications skills
- Competency in computer technical support to resolve issues in the Library
- Ability to work flexibly and manage competing demands

Qualifications

Tertiary qualifications at a Diploma level or equivalent in library and information services, recognised by the Australian Library and Information Association (ALIA) may be required by the employer or knowledge, qualifications and experience that are determined by the employer as necessary to successfully carry out the duties of the position.
Additional Requirements

- A valid Queensland Working with Children Check Positive Paid Employee Notice is mandatory.
- Synergetic or other school-based software knowledge is advantageous.

Reporting Responsibility

The position holder reports to the Head of Library. There are currently two Library Assistant positions reporting to the position holder.

Working Conditions

Terms and conditions are in accordance with the Catholic Employing Authorities Single Enterprise Collection Agreement – Religious Institute Schools of Queensland 2019-2023. Staff are encouraged to take accrued annual leave over the student holiday and/or Christmas/New Year mandatory closure periods.