



POSITION TITLE:	Research Librarian
Prepared:	August 2019
REPORTS TO:	Head of Library
Prepared by:	Head of Human Resources

POSITION PURPOSE

The Research Librarian will facilitate and monitor the Library's programs to support St Leonard's College student research and referencing activities.

The Cornish Library caters for Year 5&6, Middle and Senior school students from years 5 to 12 and the McMillan House Library caters for students from ELC to year 4.

POSITION STATUS

This is a permanent, part-time position, three days a week, Full Time Equivalent, FTE 0.60, commencing at a mutually agreed date, on or before 7 October 2019.

The position includes four weeks' annual leave plus the College closure days, usually four per year. Annual leave to be taken in College deemed non-attendance times.

It is expected that the hours of work will be within the College's normal hours of work of 6am to 6pm. This position's specific hours of work will be by agreement with the department/section manager.

WORKING RELATIONSHIPS

This position directly reports to the Head of Library and the incumbent will be working as part of the Cornish Library and McMillan House Library teams. These teams have other library professionals who work to provide a dynamic learning environment for the College community.

DUTIES & ESSENTIAL JOB FUNCTIONS

- ability to analyse information requests to determine which materials will best meet the needs of the researcher
- knowledge of, and aptitude with, library management software, database management (Libguides) and information and communication technologies, looking to highlight subject specialities as per the curriculum across all areas of the College
- have experience with AMLIB automated library system
- ability to prioritise research and referencing tasks according to student needs
- ability to apply analysis, initiative and innovation to resolve problems
- a demonstrated ability to work accurately and pay attention to detail
- good verbal, interpersonal and written communication skills
- ability to work effectively both, in a team and independently
- able to manage with little direction and guidance
- excellent time management and organisational skills
- flexible and has an ability to adapt and operate effectively in a challenging and changing environment
- shows a strong commitment to deliver exceptional service
- supportive of the independent school education system

OTHER ROLES

Information and Customer Services Provision

- Provide research and referencing assistance to members of the school community
- Undertake circulation procedures

Management of Research material available for the Cornish Library and McMillan House Library

- Recommend information, organise and manage information ensuring it is accessible through the College content management platform STLLink
- Work closely with the Head of Library and other staff to identify, evaluate and acquire items according to College learning requirements
- Contribute to the marketing of research content to the College community

Student Supervision

- Supervise small groups of students while performing normal duties; but not instead of a teacher to deliver curriculum in normal classroom lessons or replacement lessons

Other Responsibilities

- Assist in the collection, recording and preparation of information to support curriculum programs
- Conduct research and referencing sessions as required. Flexibility to deliver sessions to large year group or one-on-one sessions as required.
- Other duties as directed

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Protection Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Protection and Safety Policy including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.