



MLC Position Description

Position: Librarian
Reports to: Director of MLC Libraries
Department: Library
Date: August 2025

Primary Purpose

The Librarian is responsible for the management, administration, and support of MLC Libraries' technologies, with the aim of keeping MLC at the forefront of library technology. The Librarian provides information and reference services to library staff and the College community and supports staff and students in the use of library related technologies.

As this role is within a school environment you will be working in areas where children and young adults are present. It is your obligation to ensure their safety and to report any concerns that you may have in line with our Child Safe Program – specifically our MLC Child Safety and Wellbeing Policy, our MLC Child Safe Codes of Conduct and our Staff and Student Professional Boundaries Policy. You will be required to regularly provide the necessary Working with Children, Police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including termination of employment should we determine that abuse has taken place or there has been a failure to report any suspected abuse.

Position in Context

Methodist Ladies' College is one of Australia's most respected and innovative schools. The College has approximately 900 staff in total, including 500 staff who are employed either full-time or part-time and 400 casual staff. Approximately 300 staff are Teachers and 600 staff are Educational Support Staff. The College has one main campus at Kew, and two other smaller sites for our Education Outdoors program. One of these sites is located near Mallacoota (MLC Marshmead) and the other site is in Gippsland Lakes (MLC Banksia).

MLC Libraries foster thinking, creativity, collaboration, and entrepreneurial approaches to learning and teaching. They engender the development of innovative pedagogical practices in flexible, user-focused physical and digital environments and are staffed by expert, instructional teams focused on supporting students in developing deep understandings.

MLC Libraries comprise two main libraries, the secondary school's Walton Library and the Junior School Library. MLC Libraries' staff are arranged into three teams: Educational Services, Technical Services and Audio-Visual Services. The department comprises Teacher Librarians, a variety of library Educational Support Staff and an Audio-Visual team. The Librarian is a member of the Educational Services team and the Library Technical Services Team.

Major Duties and Responsibilities

1. Library Technology and Online Resources Strategy and Project Management

- Work with the Director to develop a strategic plan for delivery of online resources and library technologies to the College community, including investigation of new technologies to improve library programs, services, facilities, and access to the resources collection.
- Lead the implementation of new library technology and online resources strategy.
- Share knowledge of web-based resources, internet sites and digital applications to enable the Teacher Librarians to deploy resources in the best ways to support student learning.
- Organise testing, appraisal, and evaluation of online resources and related software with Heads of Department and Teacher Librarians.
- Review usage of online resources, survey, and evaluate customer feedback.
- Review library management systems and related software in relation to current needs.
- Ensure Teacher Librarians delivering curriculum programs are supported with current technology.

2. Library System Management

- Coordinate the management of WorldShare Library Management System and WorldCat Discovery platform in collaboration with the Library Coordinator.
- Liaise with the LMS vendor to ensure effective integration and maintenance of authentication systems.
- Oversee digital resources in WorldShare Collection Manager, ensuring accurate and up-to-date coverage information.
- Work with the Library Coordinator to deliver training and support for staff and users to ensure effective use of library information systems.
- Collaborate with the Library Coordinator to implement and maintain library software systems, troubleshoot technical issues, and provide support for digital tools and platforms.

3. Library Website Management

- Oversee and manage the MLC Libraries' website within both LibGuides and MS SharePoint.
- Work with the College's Project Management Office, to undertake website upgrades and implement other digital technologies.
- Ensure website is current and up to date along with accessible to the relevant audiences and that site structure is user-friendly.
- Monitor site usage.

4. Online resources Management

- Collaborate with the Director of MLC Libraries and Teacher Librarians on the selection, evaluation, and implementation of online resources that support teaching and learning.
- Manage and maintain access to online resources in consultation with Teacher Librarians and relevant College departments.
- Monitor the availability and functionality of online resources to ensure consistent access for the College community.
- Develop and deliver training programs to support staff and student use of online resources.
- Provide demonstrations and support to staff on the effective use of digital tools and databases.
- Stay informed about emerging online resources suitable for schools and coordinate subscription trials in collaboration with the MLC Libraries team.

5. Reference and Information Services

- Provide high level reference and information services to the College community.
- Provide information and research support to Teacher Librarians in the preparation of information literacy programs and research classes.
- Staff library reference desk daily.

6. Budget Preparation and Administration

- Administer the online resources and computer expenses budgets to guarantee appropriate allocation of resources.
- Prepare the annual library technology budgets for MLC Libraries in consultation with the Director.
- Plan, monitor, and report on these budgets regularly.
- Consult with the Director and other team members regarding the allocation of funds.

7. General Duties & Administration

- Undertake circulation desk shifts, customer service, and student supervision duties daily.
- Ensure all relevant task documentation is accurate and current.
- Undertake special projects as directed by the Director of MLC Libraries.

Person Specification

Essential Criteria (competencies, qualifications, knowledge, and experience)

- Relevant tertiary qualifications in library/information sciences or similar (eligibility for Associate membership of the Australian Library & Information Management Association (ALIA)).
- Library experience including:
 - Experience in providing information and reference services to communities.
 - Knowledge and experience with automated library systems, reference databases, and other online resources.
 - Significant cataloguing experience including original cataloguing.
- Project management skills and experience.
- Excellent interpersonal skills and demonstrated ability to influence people at all levels.
- Excellent computer skills are required particularly using MS Office Suite, web editing skills including HTML5 and CSS.
- Ability to manage multiple tasks at once.
- Proven ability to meet deadlines.
- Strong attention to detail.
- Proven ability to communicate well both verbally and written.
- Problem solving skills.
- Ability to work and contribute as a team member
- Current Working With Children's Check

Desirable Criteria (skills, qualifications, knowledge, and experience)

- Experience using the WorldShare Library Management System.
- Experience in managing a library system.
- Experience with implementing digital technologies.
- Knowledge of emerging technologies and their application in libraries.
- Curious nature.

Key Contacts

Internal

- Director of MLC Libraries
- MLC Libraries Staff
- MLC Staff & Students
- Centre for Computing and Communications (CCC)
- Finance Department

External

- OCLC (WorldShare)
- Library suppliers (Online resources and software & equipment)

Assessment and Compliance

MLC performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

MLC's commitment to child safety

MLC is a child safe organisation. All staff are responsible for promoting the safety, wellbeing, and inclusion of all children and young people.

As part of your role, you will be working with children and are expected to:

- Understand and apply the College's Child Safety and Wellbeing Policy, Child Safe Codes of Conduct, and related procedures.
- Maintain valid VIT registration and undergo relevant police and reference checks.
- Comply with all internal and external reporting responsibilities, including mandatory reporting.
- Actively promote a child-safe culture where students feel safe, respected, and empowered.
- Foster equity and inclusion, particularly for Aboriginal students, students with disabilities, and those from diverse cultural or linguistic backgrounds.
- Identify, report and mitigate risks to child safety and wellbeing, and contribute to a positive culture of risk management
- Participate in all required training and professional learning related to child safety and wellbeing.

MLC has zero tolerance for child abuse. We respond seriously and promptly to all concerns, and all staff are expected to uphold our commitment to student protection at all times.

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