**Librarian/Manager**

Full-time contract 22 December 2025 – 1 May 2026

Applications close 31 October 2025

An opportunity exists for an experienced librarian to lead the [Languages and Multicultural Education Resource Centre (LMERC)](https://lmerc.softlinkhosting.com.au/oliver/home/news) as part of the English as an Additional Language (EAL) Unit in the Department of Education. This is to replace the Manager on LSL from **22 December 2025 to 1 May 2026.**

The LMERC Manager - Librarian leads a small team of 1 Library technician at the Languages and Multicultural Education Resource Centre (LMERC) which is a library managed by the department that specialises in providing resources in all formats for English as an Additional Language (EAL), languages and the cross-curriculum priority areas.

The purpose of this role is to manage all aspects of library operations including supervising staff and prioritising tasks, managing the budget, collecting statistics on usage, contributing to internal reports, developing the collection (purchasing physical and digital resources) and assisting patrons to find resources. The role also involves promoting the library and relevant resources including in person or online presentations to teachers and pre-service teachers, writing and disseminating a newsletter twice each term and creating libguides. Some management of the library management system and creation and maintenance of LMERC LearnPath guides (web based libguides) is also required.

The LMERC Manager - Librarian establishes and maintains productive stakeholder relationships with teacher associations and not for profit community organisations to share information and potentially organise collaborative professional learning events.

This position requires attendance 5 days per week onsite at Carlton.

Applicants are required to provide:

* a current resume
* responses against the key selection criteria describing their suitability for the role.

For a confidential discussion about the role please contact Ruth Woolven, Manager - LMERC, on 7022 2058 0r ruth.woolven@education.vic.gov.au

For more details regarding this position please follow the link to the position description.

[Senior Service Delivery Advisor | Melbourne - CBD | Vacancies - Careers.vic.gov.au](https://jobs.careers.vic.gov.au/jobs/VG-1890931)