



### POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

<b>JOB TITLE</b>	<b>Library Technician</b>
<b>HOURS OF WORK</b>	<b>Full time</b>
<b>SCHOOL</b>	<b>Melbourne Girls Grammar</b> Senior School (Merton Hall Campus) 86 Anderson Street, South Yarra, 3141
<b>FACULTY/DEPT</b>	Learning Technologies Department (Library Services Team)
<b>REMUNERATION CLASSIFICATION</b>	Melbourne Girls Grammar School Enterprise Agreement 2023
<b>REPORTS TO</b>	Manager of Library Services, the Executive Director, Research and Innovation and ultimately the Principal.
<b>SUPERVISES</b>	Nil.
<b>POSITION OBJECTIVE</b>	This position is responsible for maintaining excellent library resources and contributing to a stimulating, helpful environment that invites students and staff to use and participate in the various library programs and spaces. Alongside one other Library Technician, this role works to a rotating roster to ensure the Library is opened/closed on time and the Circulation Desk is serviced.
<b>KEY ACCOUNTABILITIES</b>	<b>KEY TASKS</b>
<b>Library Services</b>	<ul style="list-style-type: none"> <li>• Service the Circulation Desk and associated tasks including: <ul style="list-style-type: none"> <li>○ Maintaining patron records</li> <li>○ Processing loans and reservations</li> <li>○ Answering queries and providing assistance as required</li> </ul> </li> <li>• Administer and manage the Library Management System (Infiniti) and its online interface;</li> <li>• Maintain the print and digital collections, including: <ul style="list-style-type: none"> <li>○ Cataloguing periodicals and newspapers</li> <li>○ Cataloguing books and e-books</li> <li>○ Tagging, covering, repairing and shelving materials</li> <li>○ Shelf checking, weeding and stocktaking the collections</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>Assist in the planning, coordination and preparation of engaging physical and virtual library displays;</li> <li>Assist students and teachers to effectively use the catalogue, locate specific resources, use the photocopiers and carry out their information search;</li> <li>Open and close the Nina Crone Library according to the roster;</li> <li>Ensure all library spaces are tidy and checked regularly; and</li> <li>Assist with the coordination of the Year 12 valedictory gifts.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>Coordinate and attend team meetings, distribute agendas and minutes;</li> <li>General word processing and photocopying as required; and</li> <li>Liaise with IT and Maintenance staff when repairs are required.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Assist with the maintenance of the Libraries social media profiles;</li> <li>Communicate with suppliers and vendors as required;</li> <li>Comply with preferred communication methods used to disseminate information to MGGS staff, parents and students including eVI and email; and</li> <li>Communicate professionally and effectively with stakeholders including students, parents, MGGS Staff and external groups.</li> </ul>
<b>Policy</b>	<ul style="list-style-type: none"> <li>Ensure all School policies are adhered to without exception, particularly in regard to the Communication Technologies Policy, Privacy Policy and Child Safety Policy; and</li> <li>Notify and report any and all incidents as soon as possible to the Manager of Library Services or Executive Director, Research and Innovation.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Attend all staff meetings, when required;</li> <li>Participate in Professional Learning opportunities including workshops or seminars that will assist in successfully meeting the objectives of the role; and</li> <li>Any other duties as requested by Manager of Library Services, Executive Director, Research and Innovation or the Principal.</li> </ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Diploma of Library and Information Services or Tertiary qualification in library, information services (or relevant field) must be completed or in progress;</li> <li>Australia Library and Information Association (ALIA) accreditation (desirable); and</li> <li>Current Victorian Employee Working with Children Check (required).</li> </ul>
<b>KEY SELECTION CRITERIA</b>	<ul style="list-style-type: none"> <li>Previous experience using a Library Management System;</li> </ul>

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	<ul style="list-style-type: none"> <li>• A sound understanding of library operational systems including cataloguing, stocktake and weeding;</li> <li>• Front of house or customer service experience;</li> <li>• Intermediate MS Office skills, specifically Word, Excel and Outlook.</li> <li>• High level literacy and numeracy skills, and attention to detail; and</li> <li>• Excellent organisational, planning and time-management skills.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to create an inclusive, fun and productive learning environment;</li> <li>• Ability to work effectively in team settings, as well as independently;</li> <li>• Ability to communicate with students and staff in a warm and approachable manner;</li> <li>• Well-developed interpersonal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders;</li> <li>• Positive and collaborative approach to problem solving; and</li> <li>• Ability to exercise sensitivity and confidentiality in all dealings.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• High level of trust, integrity and work ethic;</li> <li>• Proactive, resilient and able to work productively; and</li> <li>• Professional and diplomatic approach to work.</li> </ul>
<b>Child Safety Requirements/ Obligations</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to follow child safety protocols when supervising children and young people in relation to child safety.</li> <li>• Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>• Abide by all MGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGS Statement of Commitment to Child Safety.</li> <li>• Supervise and manage staff appropriately including regular reviews to check whether staff are following Codes of Conduct and other child safe policies.</li> <li>• Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities.</li> <li>• Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability.</li> </ul>
<b>CHILD SAFETY</b>	<p>All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3- and 6-month review processes and regular staff training and professional development.</p> <p>Employment with Melbourne Girls Grammar is subject to adherence to</p>

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	<p>school policies including the <a href="#">Child Safety Policy</a>, <a href="#">Child Safety Code of Conduct</a> and Child Safety Statement as listed below.</p> <p><b>MGGS Statement of Commitment to Child Safety</b></p> <ul style="list-style-type: none"> <li>As MGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children.</li> <li>We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our <a href="#">Child Safety Policy</a>.</li> <li>We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.</li> <li>We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence.</li> <li>We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.</li> <li>We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.</li> <li>We have robust human resources and recruitment practices for all staff and volunteers.</li> <li>We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers.</li> <li>We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning.</li> <li>We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families.</li> <li>We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.</li> </ul>
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To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit

<https://www.mggs.vic.edu.au/>

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