

Role Description

Library Technician

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

18649

Content Manager No.

14/246916

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

TO2 (Progressional) Qld Public Service Officers and Other Employees Award - State 2015
36 ¼ hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Library Technician you will:

- Provide quality library and information services ensuring that teachers, students and officers of the school have efficient access to information which contributes to the achievement of the school and department's goals.
- Provide and promote quality fiction to develop and sustain in students the habit and enjoyment of reading for pleasure and to enrich students' intellectual, aesthetic, cultural and emotional growth.
- Provide access to a wide range of curriculum resources including fiction and non-fiction hard copy books, digital, print, audio and video.

The Library Technician reports to the Principal/Business Manager or nominated delegate.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Manage and monitor the information needs of the school and ensure that appropriate sources of information are collected and/or assessed to meet current and future information needs and are appropriate to the target audience.
- Manage and operate the acquisition and accession process, including regular stocktake, ensuring that all material received by the library is properly recorded and accounted for in line with departmental policies.
- Perform descriptive cataloguing, copy cataloguing and close cataloguing in accordance with accepted cataloguing procedures.
- Manage and operate the library loans and returns function in accordance with library policy



- Manage the day to day operation of the Resource Centre including:
 - Booking and maintaining equipment in media rooms, ICT laboratories, research and study areas.
 - Management, co-ordination and monitoring of laptops available for day loan to students.
 - Maintain library resources and equipment by solving or escalating technology issues.
 - Manage or contribute to events including liaison with guest speakers, catering, marketing and advice to school teaching staff.
 - Assist teachers, students and officers with library protocol, procedures, specific library technology and applications.
- Provide reference and information services, tailored to individual and group needs by:
 - Identifying and analysing the specific information required, including level, depth and breadth of information requested, constructing an effective search strategy to be utilised, and retrieve and assess the information.
 - Assist teachers by demonstrating research skills and data base use to students.
- Promote the library and its resources formally through programs, publications and presentations and informally through personal contact with individuals and groups and through digital media.
- Management of school textbook hire – inclusive of ensuring adequate resource levels are maintained through monitoring class numbers, rates of attrition, liaison with school staff to ensure budgets reflect changing needs, manage the beginning and end of each year distribution and return of textbooks, and report on damaged and unreturned books.
- Manage the Resource Centre budget including writing a budget plan, monitoring spending, and procurement of stationery, technology equipment, books, subscriptions, etc.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- Possession of Library Technician qualifications recognised by the Australian Library and Information Association as conferring eligibility of Library Technician Membership of the Association, or ongoing studies towards such qualification, or agreed equivalent which, in the opinion of the Director-General of Education or delegate, are acceptable.
- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- The successful applicant will be appointed to the TO2 classification with eligibility for progression to the TO3 level (as outlined in the *Queensland Public Service Officers and Other Employees Award – State 2015*) once specific criteria have been met or demonstrated.
- Applicants currently undertaking a course of study for an appropriate Diploma or qualification may be considered for appointment prior to completion of this qualification and will be remunerated at TO1 classification.