

Position Description

Librarian
Patron Services and Collections

Reporting to:	Library Manager
Unit:	eLM
Location:	29 College Crescent Parkville
Tenure:	Full-time, ongoing
Hours per week:	37.5
Cost centre:	TBA
Date:	November 2024

Employee

Signature

Date

Manager

Signature

Date

Uniting Church in Australia Synod of Victoria and Tasmania

The Uniting Church in Australia Synod of Victoria and Tasmania is the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

eLM

equipping Leadership for Mission (eLM) is a pivotal unit in developing the capacity to undertake the mission-based activities of the Synod. It is central to supporting a coordinated focus on mission and supporting gathered communities to discern and engage in mission in their local context. It is committed to inter-connectivity across the Church to enable all aspects of the Synod's mission and capacity building activities occur collaboratively and holistically.

With a theological foundation and working relationally across the life of the Synod, eLM aims to:

- Provide a range of services to support ministers and lay leaders during their time of ministry within the life of the Church.
- Serve the educative and formative needs of the Church for both lay and ordained ministry and leadership.
- Undertake activities that support, promote and assist all aspects of the Synod's life to speak deliberately to the strategic priorities and areas of focus as resolved by the Synod from time to time.
- Inform and resource congregations through the administration of the Church's grants program.
- Support justice, advocacy and research to enable well-informed and effective contextual expressions of ministry and service in the world.
- Proactively develop networks and build deep partnerships across the Synod Ministries and Operations, together with all presbyteries and their congregations.
- Maintain strong engaged relationships with the presbyteries through regionally based participation and support.

Dalton McCaughey Library

The Dalton McCaughey Library (DML) was established as a collaboration between the Australian Jesuits, the Uniting Church in Australia (VicTas), and Trinity College (Anglican). The library serves the clergy, staff, and theological colleges of the three organisations. Located within the Centre for Theology and Ministry at 29 College Crescent, Parkville, Victoria, the Library is affiliated with the University of Divinity through its designation as the home library for Pilgrim Theological College and Trinity College Theological School.

In 2022, the DML officially became part of equipping leadership for Ministry (eLM), under the Education & Formation for Leadership stream, UCA (VicTas).

Originally the Joint Theological Library, the name honours Fr William (Bill) Dalton and Rev Dr Davis McCaughey, who established the shared library in 1970. The collaboration results in a library that is unique in its ecumenical balance and depth of literature in the Catholic, Protestant, and Reformist traditions.

Consisting of more than 143,000 monographs, approximately 10,000 eBooks, several key theological databases, and a large collection of journals (many of historic importance), the library houses a number of noteworthy collections and includes significant donations from eminent scholars. Collections of note include the Kierkegaard collection and the largest collection of Jesuitica in Australia.

Role purpose

The Librarian, Patron Services and Collections is responsible for borrower services and general reference assistance.

The role supports the planning, management, and maintenance of library facilities, resources, and services. The role supports information, reference and research assistance both in-person and remotely.

This role plays a key part in collection management to ensure the smooth delivery of course reserves and shelf-reading, light cleaning, collection movement and annual stocktake.

The Librarian Patron Services and Collections also provides outreach and programming, and provides research assistance, library instruction, and develops exhibitions in support of classroom teaching.

Qualifications and experience

The successful applicant will have the following qualifications and experience:

- Tertiary degree in library/information studies or equivalent providing eligibility for associate membership of the Australian Library and Information Association.
- Experience in similar role within a research library.
- Demonstrated experience in collection management including journals, stocktake and shelf reading.
- Additional qualifications in theology would be an advantage.

Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Technical skills and knowledge:** sound knowledge of research library functions; ability to use library management systems, ability to use electronic research methods and/or technologies; understanding of library standards and classification systems and collection management best practice; ability to prepare reports; ability to teach others and guide them to use library services and resources.
2. **Service Excellence:** provide excellent customer service; looks beyond the obvious to provide outstanding levels of service; constructively deals with service issues that arise in a timely manner; manages risks to service delivery.
3. **Team work:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and thrives in the context of others' different working styles.
4. **Supervision and coaching:** clearly communicates task expectations; understands volunteer engagement aligned to organisational policies; ensures safe workplace practices for self and others, assists, supports and motivates engagement for the benefit of all.
5. **Administration and planning:** demonstrates strong administrative skills; identifies priorities in relation to changing and sometimes competing work demands; achieves timely completion of administrative tasks, client requests, register updates, database management and record keeping.

6. **Attention to detail:** observes fine details; identifies gaps in information and looks for logical sequences of information; highlights practical considerations of plans and activities.
7. **Problem solving:** deals with concepts and complexity; uses analytical and conceptual skills to reason through problems; analyses a situation from different perspectives to come up with a solution.

Personal competencies and qualities

The successful applicant will also have these personal competencies and qualities

8. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, and ability to effectively interact with a diverse range of individuals, groups and committees.
9. **Dedication and initiative:** takes initiative; enthusiastic and committed; demonstrates capacity for sustained effort and hard work; reflects on experience and is open to new ways to improve systems and practices to benefit patrons.
10. **Awareness of culture and diversity:** awareness of issues related to inclusion and fairness; understanding of diversity in culture (importance of Culturally and Linguistically Diverse – CALD – communities), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

Other requirements

Applicants may be required to obtain a Working with Children’s Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Some flexibility is required in terms of working hours, with very occasional work on Saturday mornings and/or in the workday evening.

Applicants must be willing to work within the UCA’s Workplace Values and Characteristics (see below). They must support the direction outlines in the Synod’s document ‘Our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus’.

Key accountabilities and activities

Key accountabilities	Key activities
Provide patron and collection management services	Assist with overall collection management activities, including journal management. Ensure the overall, smooth delivery of course reserves each semester. Provide timely and accurate research assistance through the means of a range of communication channels.

	<p>Participate in the library's mission to enhance the teaching and learning of its partner Colleges/organisations and affiliates (e.g. University of Divinity).</p> <p>Promote the library and the collection including:</p> <ul style="list-style-type: none"> • Conducting orientation, one on one reference interviews, and in-house and virtual library instruction (often in collaboration with faculty). • Create subject-specific exhibits and library guides in support of classroom teaching. Provide research support and academic assistance to students. <p>Develop plans for shelf-reading, light cleaning/organisation/shifting of collections and an annual stocktake (supervise volunteers as required to implement plans).</p> <p>Work on journal management in cooperation with Associate Librarian and Library Manager.</p> <p>Provide day to day supervision assistance and/or training to volunteers and the DML team to support the delivery of excellent library services as required.</p> <p>Participate in committees/task groups, as requested.</p> <p>Complete projects and other tasks, as agreed.</p>
Work in partnership	<p>Develop and maintain effective relationships across Synod Ministries and Operation (SMO) and the life of the Uniting Church and including those in;</p> <ul style="list-style-type: none"> • Dalton McCaughey library staff/volunteers, and the faculty/students associated with Pilgrim Theological College • Trinity College Theological School • Jesuits Australia • DML members • University of Divinity community. <p>Apply consideration to a theological and missional perspective when providing services.</p> <p>Pro-actively negotiate and establish effective communication and workflow systems and assistance.</p>
Communicate effectively	<p>Confidently convey ideas and information in a clear and interesting way, understanding the target audience and objectives of any communication.</p> <p>Use feedback to refine communication and handle difficult and sensitive communications.</p> <p>Write briefs, emails and reports, using clear, concise and grammatically correct language. Edit written communications to ensure they contain the information necessary to achieve their purpose.</p>

	Use multiple communication channels to tailor communication to relevant audiences.
Demonstrate teamwork	<p>Openly share insights with others. Maintain effective and respectful relationships.</p> <p>Participate in team meetings and conversations with peers in a way that encourages collaboration, connection, and lighter and simpler systems.</p> <p>Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of the Church's resources.</p> <p>Demonstrate enthusiasm for the strategic direction and the purpose and goals of the team and broader unit.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p> <p>Participate in team development activities and exercises to enhance own leadership and foster a culture of teamwork across synod ministries and operations.</p>
Manage self	<p>Prepare own work plan annually with agreed measurable outcomes.</p> <p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.</p> <p>Stay abreast of best practices in librarianship through professional development opportunities.</p> <p>Actively participate in the annual Performance, Planning and Development Program (PPD).</p>

Synod Vision

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

Synod Ministries and Operations Mission

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision.

Values and Characteristics

Trust – *a dependable partner* - being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

Collaboration – *a shared responsibility* - taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

Growth – *an expansive culture* - embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

Sustainability – *a healthy ecosystem* - maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.