

Position Description

Library Officer Data and Communications

Reporting to:	Library Manager
Unit:	eLM
Location:	29 College Crescent Parkville
Tenure:	Full-time, ongoing
Hours per week:	37.5
Cost centre:	
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 Library Officer provides frontline library information services. This includes circulation, general reference assistance, and academic support—in-person, by phone or email, or virtually.

The role provides reference assistance, library instruction, with a particular emphasis on creating online content for learning and research support.

The role contributes to the library's website and social media presence and develops library exhibits.

The Library Officer works closely with the team in the implementation and on-going maintenance of a new library management system (LMS) and supports borrower imports, record clean-up, labelling of materials, and the re-classification of the collection.

Qualifications and experience

The successful applicant will have the following qualifications and experience:

- Tertiary qualifications in library/information studies or equivalent highly regarded.
- Minimum 2-3 years relevant work experience in a similar role.
- Demonstrated excellent computer and digital literacy skills with MS Office (especially Excel), web-based, and social media skills.

Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Technical skills and knowledge:** MS Office (especially Excel), web-based, and social media skills; experience with a library management system; excellent computer and digital literacy skills, ability to use electronic research methods and/or technologies; understanding of library standards and classification systems and collection management best practice.
2. **Service Excellence:** provide excellent service; looks beyond the obvious to provide outstanding levels of service; constructively deals with service issues that arise in a timely manner; handles complaints and challenging interactions well.
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 support:** 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 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; ability not prepare reports; 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 will 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.

All staff are responsible for maintaining records and data related to their role responsibilities and work area in accordance with the relevant policies and procedures.

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 library services and support.	Assist library users in the areas of circulation, general reference, and academic support, in-person, or via by phone, email, and virtual technology. Support the implementation and ongoing maintenance of a new library management system (LMS). Provide advice and some LMS technical support to two external libraries affiliated with the Dalton McCaughey Library. Support borrower imports, record clean-up, labelling of materials, and re-classification of the collection.

	<p>Contribute to library orientation activities, one-to-one reference interviews, tailored in-house and virtual library instruction (often in collaboration with faculty), and the development of special exhibits.</p> <p>Create online content for learning and research support. Regularly contribute to the library's website and social media presence.</p> <p>Design develop and deliver on-line seminars/webinars, content and /or resource information.</p> <p>Develop library exhibits showcasing the library's resources and programs, as requested.</p> <p>Provide reports (statistical or otherwise) including for the annual ANZTLA statistical survey.</p>
<p>Communicate effectively</p>	<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 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> <p>Use multiple communication channels to tailor communication to relevant audiences.</p>
<p>Demonstrate teamwork</p>	<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 DML 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> <p>Supervise volunteers in line with the Synod Ministries and Operations policies and procedures.</p>
<p>Manage self</p>	<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 theological librarianship through professional development opportunities.</p> <p>Actively participate in the annual Performance, Planning and Development Program (PPD).</p>
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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.