

POSITION DESCRIPTION



State Library
of Victoria

SECTION 1 – POSITION DETAILS

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|--|---|-----------------------------------|---------------------------------|
| Position No | 3116 | Position Category | Information Access - Technician |
| Position Title | Library Technician, Heritage Collections | Classification | VPSG 2.1 |
| Department | Collections and Access | Date Created (if new position) | 26/06/2009 |
| Division | Access and Information | Date Last Revised | |
| Section | Manuscript Collection | HR Reference No (HR use only) | |
| Establishment type | <input type="checkbox"/> Core <input type="checkbox"/> Non – Core (Supplementary) <input checked="" type="checkbox"/> Non-core (Project) <input type="checkbox"/> Non-core (Start up) | | |
| Reports to: (position title & number) | Manuscripts Librarian - 3131 | Contact number | 8664 7220 |

SECTION 2 – POSITION REQUIREMENTS

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|------------------------|--|
| Mode of employment: | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual |
| Hours of Work: | 76 hours per fortnight, with some out-of-hours work required. |
| Physical Demands: | Not applicable |
| Employment Conditions: | As per the current Enterprise Partnership Agreement. |
| Work Location: | 328 Swanston Street, Melbourne. |

SECTION 3 – PRIMARY FOCUS

The primary focus of the position is to facilitate access to the collections by organizing and maintaining Heritage Collections material, and responding to public requests. The position also provides information and reference support to users of the State Library of Victoria.

The position requires the incumbent to apply a high level of information technology skill in use of information resources and services.

SECTION 4 – POSITION DELIVERABLES

Position specific deliverables

1. Provide reference and information service and support to users of the library, onsite, offsite and online, at all times reflecting expected service values and behaviours, and meeting or exceeding service standards.
2. Facilitate access to the Heritage Collections, particularly by organizing collection material, creating records for accessioning of new material, and by retrieving and reshelving materials in response to public requests.
3. Facilitate the use of online and electronic resources, as required, to ensure the accessibility and use of relevant, high quality information.
4. Assist with extended research enquiries within the agreed timeframe and record the data on the Library's electronic reference database
5. Under supervision, undertake format based cataloguing of heritage collection material, revising and updating holdings and other fields in the Voyager system as required.
6. Work cooperatively with staff from the other Access and Information Division teams, to ensure the most efficient methods of retrieval are adopted for all collections stored in the North East Wing, South East Wing and Heritage Collection galleries.
7. Keep abreast of relevant reference and information issues through listserv participation, attendance at relevant workshops and seminars.
8. Undertake additional Access and Information Divisional functions and projects as required, which may involve working simultaneously across units in the Division in accordance with business plans and operational priorities.

SECTION 5 – KEY SELECTION CRITERIA

Mandatory:

1. Completion of a diploma in library or information science, or equivalent, conferring eligibility for technician membership of the Australian Library and Information Association (ALIA).
2. Demonstrated commitment to the provision of excellent reference and information service and support to library users, onsite, offsite and online, and ability to respond promptly and courteously to point-of-need requests for information.
3. Knowledge of bibliographic tools and cataloguing standards, including familiarity with cataloguing of original materials. Experience in the application of automated cataloguing systems.
4. Demonstrated experience in organisation and maintenance of collection materials, preferably with heritage materials.
5. Evidence of highly developed organizational and problem solving skills; demonstrated ability to manage time, establish priorities and work independently and flexibly as required.
6. Demonstrated ability to work collegially with other staff for the achievement of team, divisional and Library goals.
7. Demonstrated excellent interpersonal and communication skills

Desirable:

1. Demonstrated knowledge of and/or experience in a contemporary library environment.

Judgement:

Although the incumbent is required to work within established procedures, audit requirements and policies, the nature of reference and information work requires the use of professional judgment as to the appropriate level of response to clients.

The incumbent is required to work within established procedures and to observe agreed cataloguing standards. Discretionary judgement is also required in the allocation of time to prioritised tasks.

Accountability:

The position has the direct accountability to the Team Leader for:

- The achievement of agreed outputs and objectives with regard to daily operations and organization of collection materials
- The achievement of agreed performance standards in all aspects of the job
- The timely completion of projects to meet divisional goals and objectives
- The maintenance of cooperative working relationships with all members of the Library
- The upholding of the Public Sector Code of Conduct and organizational service values.

SECTION 6 – ORGANISATIONAL COMMITMENTS

Occupational Health & Safety Aware Employer:

The State Library of Victoria recognises its responsibility to provide and maintain, so far as is practicable, for *all* people who work in the Library or use its resources, an environment that is safe and without risk to health. In order to achieve that objective the Library maintains an OH&S management system that includes policies, procedures and systems of work. In addition all Library employees have been allocated OH&S responsibilities and are held accountable to ensure that the policies, procedures and systems of work are implemented and followed.

Equal Opportunity Employer:

The Library Board of Victoria is an equal opportunity employer and is committed to providing for its employees a work environment that is free of harassment or discrimination. In line with that, the Library is continually reviewing its internal HR policies and practices to ensure a work environment free of discrimination and harassment.