

Trinity Theological College, Leederville, Western Australia

Senior Librarian

Trinity Theological College invites applications and expressions of interest for the position of Senior Librarian. The role is full-time, but the College will consider applications from suitable people available from three days per week to create a shared-job arrangement.

The primary purpose of this position is to ensure that the students and Faculty of the College, and other Library users, are information literate and provided with timely and quality information and resources to excel in their teaching, learning, and research as they are equipped for effective gospel ministry.

The responsibilities of this position include (directly or indirectly):

- Setting the overall direction and annual plans for the Library and its services within the strategic priorities of the College, including preparing and managing the Library budget.
- Overseeing the planning, development, and maintenance of the Library collections and service, in consultation with Faculty and other key stakeholders (including accreditation providers).
- Acquiring monographs, digital resources, and journals, along with cataloguing and other necessary activities, to make these resources available in a timely way (including Course Reserves each semester).
- Providing information literacy instruction to develop effective independent use of information resources (including orientation, user guides, and tutorials).
- Managing the Library area, its furniture, and equipment requirements.
- Creating and administering policies, procedures, and regulations for the Library (including OHS); compliance with copyright, OHS, and other relevant legislation.
- Promoting the Library and its information services to maximize their use.
- Acting as IT liaison and support for Library systems.
- Managing staff and volunteers, including participating in recruitment and selection, appraisals, support and development, staff rotas, training, as well as the day-to-day assignment of duties. The Library currently has no permanent qualified staff.
- General Library duties: friendly, professional customer service; circulation desk tasks; re-shelving books; providing referencing assistance to students, Faculty, and other users; processing inter-library loans; maintain the general tidiness of the Library environment; shelf-read collection; etc.
- Participation in the wider life of the College (includes some after-hours events).

The successful candidate will have:

1. Relevant tertiary and/or professional qualifications including eligibility for professional membership of the Australian Library & Information Association.
2. Experience in leading, developing, and managing library operations, information systems, collections, and services in a higher education environment and within a budgetary environment.
3. Demonstrated functional ability to learn, assess, and implement new technologies for the changing needs of users.
4. Ability to design, implement, and review training in information literacy.
5. Experience in leading and managing staff and volunteers and working collaboratively.
6. Demonstrated ability to communicate effectively with a wide range of users in personal and written media.
7. Investigative, research, analytical and problem-solving skills and the ability to plan and undertake projects of varying complexity.

In addition, the successful applicant will have the following qualities:

8. Demonstrated Christian character and active involvement in a local evangelical church.
9. Agreement with the College's Doctrinal Statement (with any reservations clearly stated).
10. Alignment of personal values, beliefs, and practices with the mission and ethos of the College.

Job Environment

- A friendly and committed staff team and College community.
- Maximum of 37.5 hours per week including some evening work.
- Shared car bay available.

Salary and benefits will be determined after consideration of previous experience, qualifications, and final responsibilities.

Application Instructions

Applications should be addressed to David Kummerow, Faculty Library Coordinator, by email (employment@ttc.wa.edu.au) with "Senior Librarian" in subject line.

Please include the following:

1. A covering letter indicating briefly why you are applying for this position and whether you are considering a full-time or shared capacity.
2. A document which addresses the selection criteria as detailed above.
3. A Resume (CV).
4. The names and contact details of four referees (two in each category) who can speak to your:
 - a. Library experience (including current manager if possible).
 - b. Christian commitment and character (including current church pastor).

Only permanent residents or citizens of Australia are eligible to apply.

Applications close at 3pm, Monday 26 July 2021.

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