

Trinity Theological College, Leederville, Western Australia

Librarian – Maternity Leave Cover (0.6-0.8 FTE)

Trinity Theological College (Trinity) exists to equip people for effective Christian service, primarily through sound theological education. Trinity is an independent theological College within the evangelical and Reformed tradition and is an affiliated college of the Australian College of Theology. We treasure the person and work of God, Father, Son, and Holy Spirit. We acknowledge the inspiration and authority of the Bible in all matters of faith and conduct.

Trinity seeks a **Librarian** who will provide cover while the Senior Librarian is on maternity leave. The position is for a fixed term contract beginning mid-September 2023 and extending to June 2024, including an initial period of handover. Ideal workdays are 3-4 days Monday to Thursday 8:30am–4:30pm (we are open to discuss other possibilities).

Salary and benefits will follow our administration staff salary bands with consideration of previous experience and final responsibilities.

Position Description

The Librarian plays a vital role in ensuring our lecturers and students are resourced for teaching, learning, and research. In achieving this aim, the Librarian will:

- Acquire and catalog monographs and digital resources
- Renew journal subscriptions
- Provide research support and inter-library loan services
- Oversee the Library Assistant and volunteers
- Prepare and review the annual Library budget
- Maintain the library management and discovery services (OCLC WorldShare and WorldCat)
- Maintain the Library's membership records
- Ensure IT services and customer services are provided
- Perform general library duties and any other tasks which a Librarian is reasonably expected to fulfill to make the College Library an effective educational resource

Selection Criteria

Essential

1. Personal commitment to the Lord Jesus Christ and lifestyle that reflects submission to him and his Word
2. Wholehearted support of Trinity's theological position, mission, and training model
3. Relevant qualification in Library information management, information technology, or similar
4. Recent experience in the provision of Library and information services
5. Demonstrated ability with current library computer programs, databases, and internet-based technologies (*WorldCat/WorldShare* an advantage)
6. Good, clear, effective oral and written communications skills for a variety of audiences
7. Evidence of working independently, prioritising, and working to a timeframe with energy and enthusiasm

Desirable

1. Experience in using Wordpress

Job Environment

- Serving with a positive Christian team for a life-changing cause
- 22.5 to 30 hours per week
- Shared car bay available

How to Apply

1. Submit an electronic application by emailing employment@ttc.wa.edu.au with "Librarian" in the subject line and include **all** the following attachments:
 - a. Covering letter
 - b. In a separate document, address the selection criteria as detailed in the position description above
 - c. Resume (CV)
 - d. Name and contact details for the following referees:
 - i. Work experience (previous manager preferred)
 - ii. Current church pastor or leader
3. Any questions should be directed to the Business Manager at the above email address
4. Applications will be acknowledged
5. Only those with the right to work in Australia are eligible to apply
6. Applications close at **4pm, Monday 4th September 2023**. Trinity reserves the right to not make an appointment