

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	School Officer: Library Technician
Employment status	Permanent/fixed term, Term time/ Full time
Classification	School Officer Level 4
Agreement	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
Reports to	Principal or delegate

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The School Officer: Library Technician assists the Teacher Librarian in the moderately complex delivery of Library and Information Services to students and teachers. This role is responsible for delivering library skills training to staff and students across a range of digital tools, maintenance of the library management and borrower databases and webapp. Additionally, the School Officer: Library Technician delivers training to peers in accordance with established procedures.

Role responsibilities

Fulfil the accountabilities of the role in accordance with TCS's purpose and objectives, as outlined below.

1. Participate in the development, implementation and adherence to school library service policies and practices that align with the TCS School Libraries Handbook.
2. In accordance with established principles and provided plans, deliver established library skills programs that create and sustain a culture of reading in both fiction and non-fiction collections, across a range of digital and non-digital tools such as library orientation, lunch time book clubs, and science readings.
3. Participate in and provide assistance to the Teacher Librarian as required with delivering standard library lessons including feedback to teaching staff on student engagement.
4. Provide general supervision of students when the Teacher Librarian is on campus and not in the library before and after school, as well as during hybrid learning and programs such as Maker Space and enrichment groups.
5. Under the general direction of the Teacher Librarian, maintain the currency of the borrower database in a manner that ensures equitable access for all users including maintaining digital subscriptions, processing daily loans, returns and providing regular reminders of overdue loans.
6. Prepare and process all new digital and non-digital resources through the library database including original cataloguing, downloading, curating, tagging and end processing as appropriate to ensure resources are ready for use.

7. Under the general supervision of the Teacher Librarian, undertake the annual stocktake, liaise with staff regarding weeding decisions and ensure the catalogue is accurate.
8. Under general direction, prepare and develop materials for displays in the library and the digital library portal.
9. In accordance with established procedures and upon direction of the Teacher Librarian, carry out financial processes such as resource acquisition and invoicing.
10. Under general supervision of the Teacher Librarian, demonstrate the application of the TCS School Libraries Handbook to other library staff including answering straight forward questions.

Classification factors

The characteristics, typical duties and skills commonly associated with this role are found in Appendix 1.

About you

To achieve in this role, you will be required to demonstrate the following.

Eligibility criteria

Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000
- Diploma of Library and Information Services or equivalent

Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Demonstrated knowledge of contemporary, best practice library and information services that can be applied to the education sector.
- Proven experience working with a range of software including databases and the Microsoft Suite of products that can be applied to train others in the use of designated library management systems and associated resources.
- Demonstrated highly developed interpersonal communication skills that can be applied to front facing library services.
- Displayed ability to interpret and follow library service procedures, including the application of discretion and judgement to deliver established library programs.
- Proven commitment to customer service in the context of the school library and information services.

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to enhance knowledge and upskill in relation to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.

5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

We value



Appendix 1 – Classification factors

The role has been assessed according to the classification criteria outlined in Schedule 9 of the Catholic Employers Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023-2026. Below are the characteristics, typical duties, and skills commonly associated with this role.

Knowledge application

- Practical and procedural knowledge across a technical or specialist area.
- Organisational, procedural or policy knowledge.
- Sound understanding of relevant statutory, regulatory and policy frameworks in order to draw conclusions, interpret and apply guidance material and resolve recurring problems.

Accountability

- Accountable for planning own work goals and priorities that align with and achieve own and team/group outcomes.
- Responsible for the accuracy and timeliness of advice provided in relation to an area of responsibility and awareness of the impact of emerging issues and activities.
- Accountable for the achievement of own results which contribute to team/group goals.

Scope and complexity

- Work is moderately complex, relates to a limited range of activities and work requires the application of well established principles, practices and procedures in combination.
- Actions or responses made can generally be related to past experience.
- There may be occasions where unfamiliar circumstances may require some judgement or technical assistance sought.

Guidance

- Works under limited supervision to progress a series of activities within recognised guidelines.
- There is a clear statement of overall objectives and in consultation with supervisor decides on tasks and activities to be undertaken and required deadlines.
- Work follows well defined and detailed policies, technical or professional guidelines and accepted practice to achieve specific outcomes. There is some discretion to vary or tailor these.
- Some judgement is required to resolve workplace issues with supervision provided for complex or difficult issues.

Decision making

- Decisions are within defined parameters and related to an area of responsibility.
- Decisions are based on policy, procedures and working standards that provide only general guidelines and impact on the work area or specific function.
- Information and advice are provided which may be taken into consideration by other decision makers.
- Actions of the position impact operational efficiency or output, or service delivery for a work area over the medium to short term.

Problem solving

- Work generally involves straightforward, well defined tasks.
- Problems are similar and are generally solved by reference to clear procedures and past experience, or by referral to others.

- Some initiative is required in completing still largely procedural tasks, for example in responding to varying circumstances.
- Identifying and making minor changes to standard procedures and methods may be necessary.

Contacts and relationships

- Communicate with and provide information and advice to a range of stakeholders/others.
- Liaise with stakeholders/others and assist to resolve moderately complex issues.
- Provide quality advice to stakeholders/others and deliver a responsive service within area of expertise.
- Represent the work area at internal and external meetings and conferences.

Negotiation and cooperation

- Contact with stakeholders/others is generally in terms of advice and support rather than simply providing information.
- Issues are generally not contentious but require establishing how needs can be met.
- A level of tact, discretion or persuasion is necessary.

Management responsibility and resource accountability

- Little or no supervisory responsibility.
- May assist with work familiarisation, initial training and support to new or less experienced colleagues.
- Prepares routine financial and resource information.
- Uses equipment with reference to established procedures and practices.