



Position Description

Position Title	Library Support
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Function	Catholic Mission/Learning & Teaching
Location	<i>Bendigo</i>
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Classification	CEO Administration Level 2
Remuneration	\$33,275 – \$37,682 (Annual rem excluding superannuation)
FTE	0.5
Status	Ongoing
Reports to	Library Learning Centre Coordinator

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

Office Summary

The Catholic Education Sandhurst Office comprises approximately 100 employees working across 7 key functional areas, supporting over 50 schools within the Sandhurst Diocese based across Bendigo, Tatura, and Wangaratta.

The Chief position within each function reports directly to the Chief Executive Officer of Catholic Education Sandhurst (CES) and the 7 functional areas comprise of:

- Catholic Mission/Learning & Teaching
- School Development and Support
- Early Childhood Education and Care
- Student Pastoral Wellbeing
- People & Culture
- Operations; and,
- Strategy, Risk & Governance.

Function Summary

The Catholic Mission, Learning and Teaching function provides innovative and insightful leadership in Catholic Mission and Identity, with an integrated focus on Learning and Teaching for Catholic Education Sandhurst Limited (CES Ltd). The function works closely with school leaders to facilitate and support learning and teaching within the context of Catholic education principles and values across CES Ltd.

Enacting the vision of CES Ltd, the function builds, nurtures, challenges, advocates, educates and engages in the Catholic Story; whilst animating the Catholic learning community vision. The function is a large and diverse group with staff in specialty areas of:

- Religious Education
- Spirituality and Faith Formation
- Curriculum and Pedagogy design and delivery
- Aboriginal and Torres Strait Islander education
- The Arts
- Professional resources
- Student data and innovation; and,
- Adult Faith Formation and Education.

The function works collaboratively with School Leadership to ensure schools meet all statutory and legislative requirements with regards to curriculum delivery whilst documenting and regularly reviewing the function's impact on teachers and students. A large focus of the function is to build teacher capacity in curriculum and pedagogical design.

Position Summary

The purpose of this position is to provide library services to the users of the Library Learning Centre at Catholic Education Office Sandhurst. We are seeking a qualified library technician who is capable of working effectively, independently or as part of a team.

The Library Support role is responsible for assisting the Library Learning Centre Coordinator in the delivery of information services to CES Ltd personnel, teachers and school staff within the Sandhurst diocese, parishioners of the Sandhurst diocese and members of the public.

Key Responsibilities

<p>Circulation</p>	<ul style="list-style-type: none"> • Circulation desk duties. • Provide resources and support to all patrons, including schools in the more isolated parts of our diocese. • Provide resources and support for the “Source of Life” Religious Education curriculum. • Register new borrowers and update borrower records as needed. • Circulate information regarding new books and current journal articles. • Follow up on overdue items, reservations, damaged and lost items.
<p>Cataloguing</p>	<ul style="list-style-type: none"> • Catalogue Library Learning Centre purchases and donations based on the library’s cataloguing policy and procedures. • Create bibliographical records in Accessit Library Management System. • Import MARC records from Schools Cataloguing Information Service (SCIS) or other Z39.50 servers. • Create original cataloguing records for resources not found on Z39.50 servers. • Assign Dewey Decimal Classification number and the Library of Congress subject headings to the bibliographical records.
<p>Processing</p>	<ul style="list-style-type: none"> • Process Library Learning Centre purchases and donations based on the library’s processing policy and procedures.
<p>Acquisitions</p>	<ul style="list-style-type: none"> • Purchase new resources for the Library Learning Centre when requested and approved by the Library Learning Centre Coordinator. • Purchase and coordinate subscriptions to academic and religious journals as approved by the Library Learning Centre Coordinator.
<p>Stocktaking</p>	<ul style="list-style-type: none"> • Assist with the annual stocktake based on the library’s stocktaking policy and procedures.

<p>Other duties</p>	<ul style="list-style-type: none"> • Assist the Library Learning Centre Coordinator to purchase tools, stationery and any other equipment required for the organisation and management of the Library Learning Centre. • Assist with the organisation and maintenance of the Library Learning Centre. • Carry out any other duties deemed appropriate and necessary by the Library Learning Centre Coordinator to enable the smooth and efficient running of the library. • Provision of bibliographies, reports, statistics etc. on specific subjects when requested. • Coordinate the Library Meeting Room bookings. • Assist the Library Learning Centre Coordinator to ensure library services are maintained in their absence as required.
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

- Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

Key Selection Criteria		
Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Diploma of Library and Information Services or a similar qualification recognised by the Australian Library and Information Association. (ALIA).
	Knowledge and Experience	<ul style="list-style-type: none"> • Sound experience and knowledge of library procedures, preferably in a school library. • Knowledge of cataloguing rules (AACR2 & RDA) • Knowledge of current standards and trends in librarianship. • Experience in the use of contemporary library management systems and online resources. • Understanding of copyright issues.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to the Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Skills and Attributes	<ul style="list-style-type: none"> • Demonstrated competent level of computing and administrative skills, with a strong ability to follow processes with a high level of accuracy and independence. • Demonstrated customer service experience.

		<ul style="list-style-type: none"> • Strong interpersonal, written and oral communication skills. • Demonstrated organisational and time management abilities. • Demonstrated ability to work as part of a team as well as independently. • Demonstrated experience and competence in problem solving and decision making. • Ability to maintain confidentiality of records and information. • Ability and interest in working in a varied environment, with proven ability to prioritise work and manage multiple tasks.
Desirable		<ul style="list-style-type: none"> • Experience in a school library, public library or equivalent institution is desirable. • Proven experience working in a library and carrying out tasks associated with cataloguing, acquisitions, reference, circulation, and information/literacy programs.