



## **Senior Librarian**

### **Full-time, permanent position**

St Michael's Grammar School is one of the leading K-12, co-educational schools in Australia, respected for its exceptional educational offering, wellbeing programs and deep commitment to innovative approaches to teaching, learning and caring.

St Michael's is a place where creative, inquiring minds learn from, with and for the world. At St Michael's our values of Dignity, Respect, Care and Compassion underpin all that we do and are.

#### **About the Role**

As the Senior Librarian for Knowledge Commons (Library), you have one of four corresponding roles, reporting to the Manager, effective delivery of Library Services, maximisation of Knowledge Commons Spaces and Collaborator. Your role is responsible for ensuring that Knowledge Commons is equipped to deliver a superior scholarly and digital experience for staff and students, by ensuring the environments, service experience and informal learning spaces are developed and maintained in alignment with the vision, strategic direction and priorities of St Michael's Grammar School.

You will manage and coach two library staff to oversee and support the Knowledge Common's physical environment and service delivery responsibilities.

Responsibilities include:

- Supervision of the daily operations of the Knowledge Commons
- Lead, manage and mentor the library staff, including permanent and casual staff, to ensure the delivery of high-quality service for students and teachers
- Ensure the provision of consistent high-quality service delivery by implementing regular reviews, student and teacher feedback mechanisms and improvement processes
- Coordinate and/or deliver staff training and professional development for end users of Knowledge Commons

#### **About You**

To be successful in this role, you will be a highly motivated individual who is passionate about enhancing the student experience through the delivery of excellent frontline services and spaces.

Your leadership skills will enable you to effectively lead, build rapport and maintain professional long-lasting relationships with your team, colleagues and various stakeholders. You will demonstrate highly developed interpersonal, negotiation, written/oral communication skills as well as time-management skills to ensure you can prioritise work to meet deadline expectations.

**You will also have:**

- Relevant tertiary qualifications and/or equivalent combination of relevant experience and education/training. Eligibility for associate membership of the Australian Library and Information Association (ALIA)

- Knowledge of library systems and experience in delivering information services and applying policies in a frontline context
- Proven ability to thrive in a changing and fast paced environment
- Proven experience working in School libraries, preferably from K-12

**Key benefits of working at St Michael's Grammar School include:**

- Competitive salaries plus 10.5% superannuation
- Range of salary packaging options
- Flexible work opportunities
- Professional and Career development opportunities
- Employee Assistance Program available to staff
- Active Staff Association
- Dynamic work environment
- Values driven culture

**Applications close: 10am on Monday, 6 February 2023. We will be shortlisting applications as they are received and so applications may close earlier than this date.**

For more information, please see the position description below.

If this sounds like the role you've been waiting for 'APPLY NOW'.

Please submit your details, resume and cover letter outlining in detail your experience and ability to meet the requirements of this role. Please note that applications without cover letters will not be considered.

If you would like to discuss this role, please contact Kathy Hemer, Human Resources Manager, on 03 8530 3363.

**Child Safety**

*St Michael's Grammar School is committed to child safety. As such, the successful applicant will be expected to satisfy child protection screening and adhere to the School's Child Safe Policy and Code of Conduct. These documents may be downloaded from the School's website.*

*All staff at St Michael's must:*

- *Demonstrate and ensure compliance at all times with the School's Child Safety Policy and Child Safety Code of Conduct and complete regular training in Child Safety standards*
- *Promote the safety and wellbeing of children and young people to whom we provide services*
- *Ensure that your interactions with children and young people are positive and safe*
- *Provide adequate care and supervision of children and young people in your charge*
- *Act as a positive role model for children and young people*