



Job Description LRSN Cataloguing Librarian Level 5

Position Number:	00036076	FTE:	1.0
Directorate:	Service Delivery	Branch:	Service Delivery Operations
Location:	Prospect Place	Position Status:	Permanent
Agreement/Award:	<i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024 or as replaced</i>		

Reporting Relationships

Reports to:

Manager VET Support Systems, Level 6

Other officers reporting to the above office:

LRSN Systems Librarian, Level 5

Program Officer IP and Copyright, Level 5

TAFE Archives and Digitisation Officer, Level 4

This Office – officers under direct responsibility:

No direct reports

Key Role Statement

This position is responsible for the development and standard of cataloguing services across the Learning Resource Services Network (LRSN), providing guidance on the use and operation of local and national bibliographic databases.

Key Responsibilities

- Provides technical advice and support to the LRSN Systems Librarian.
 - Works in a collaborative and supporting team environment with the LRSN Systems Librarian.
 - Maintains appropriate professional networks.
 - Plans and reviews policies and procedures for cataloguing across the WA TAFE Library Sector.
 - Provides cataloguing advice and support to WA TAFE Library staff on a daily basis.
 - Advises LRSN members on utilisation of the Australian Bibliographic Database (Libraries Australia)
 - Performs original cataloguing of a wide range of material on Libraries Australia.
 - Provides advice on the Library Management System's configuration in relation to cataloguing standards and best practice.
 - Provides ongoing maintenance of records on Libraries Australia.
 - Controls and maintains authority files on Libraries Australia and LRSN library systems.
 - Identifies and provides training in cataloguing operations as required across the TAFE Sector.
 - Prepares reports and analysis as required.
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Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Personal Leadership** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Think through complexity** - You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You approach problems with systematic thinking and seek alternative options before implementing solutions.
 - **Build capability** - You actively contribute to the development of your team's capability, ensuring you support your team members.
 - **Embody the spirit of the public service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
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