



# Library Technician

## Position Details

Position Number: 50000447

Classification: Level 3 FTE: 1

Award/Agreement: Government Officers Salaries, Allowance and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced

Directorate: Training Services

Location: Albany

## Reporting Relationships

Responsible to

Student Services Coordinator (Albany) L5

This Position:

Library Technician

Positions under direct supervision:

No reports

Other officer reporting to this position:

Learning resources officers (Albany) L2

Student services officers (Albany) L2

Casual Clerical Officer (various)

## Our Purpose

**Building our community today, for tomorrow**

South Regional TAFE's strategic vision is focused on creating a learning experience to inspire success. To achieve this, we strive to provide responsive, sustainable and innovative training that celebrates the diversity of our

## Our Values

### Collaboration

We will listen, evolve and work together, helping and supporting each other for the collective goals of the college.

### Integrity

We are committed to being honest, accountable, with high standards of ethical behaviour.

### Inclusion

We work to strengthen a culture of care for our students and staff, by supporting every learning journey, whether for our students, colleagues or industry partners.

### Innovation

We create exceptional learning environments by engaging with students, industry and staff and valuing their experience, knowledge and ideas.

## Position Overview

The Library Technician is responsible for the cataloguing of learning resources in accordance with library standards and practices and the maintenance of the quality of records on the Library Management System or Unified Library Platform System.

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## Position Responsibilities

### Learning Resource and Information Services

- Identifies, adds holdings and edits bibliographic records on the Libraries Australia national database and the LMS/ULPS.
- Assists in the maintenance of the integrity of the LMS/ULPS database
- Supervises library staff in operational Circulation Desk duties, journal management, loans process and resource processing;
- Contributes to systems testing and cleanups required by the LRSN for sector wide database integrity.
- Compiles and maintains administrative records of cataloguing activity and monitors, verifies and advises on the quality of cataloguing provided by Learning Resources Services Network (LRSN) members;
- Liaises with the Librarian, LRSN and Libraries Australia Bureau on cataloguing and participates in the development of cataloguing policy and procedures for the LRSN consortia;
- Assists the Librarian in resource purchasing and collection development by following internal library and financial audit processes.
- Contributes to the provision of reference and enquiry services across all campuses.
- Instructs and assists users in the use of library resources and technology
- Assists library orientation programs and information literacy programs.

### Administrative and General

- Contributes to the development of library policy and procedures
- Assists in the evaluations of library equipment and supplies
- Receipts purchases on the internal library budget
- Assists with the tracking of finance expenditure
- Contributes to library procedures and policies

### Other Duties

- Perform other duties as required and may be required to work from any College campus

*The occupant of this position will be required to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards, and the Staff Code of Conduct.*

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## Selection Criteria

### Essential

1. Highly developed working knowledge of an integrated Library Management System (LMS) or Unified Library Platform System (ULPS)
2. Well developed working knowledge and understanding of MARC bibliographic data and the cataloguing process, including Resource Description and Access (RDA).
3. Demonstrated understanding of the necessary financial and audit requirements of the resource acquisitions process and money handling practices.
4. Well-developed organisational, interpersonal and communication skills with proved ability to communicate effectively (verbal and in writing), with a diverse range of internal and external clients
5. Ability to supervise and work effectively with others in a team environment.

### Desirable

1. Experience in the use of Libraries Australia.
2. Experience in the Vocational and Educational (VET) training sector
3. Bachelor or Associate Bachelor of Science (Library Technology) or equivalent

<b>Lead collectively</b>	Seeks and builds key relationships, works together and focuses on the greater good
<b>Think through complexity</b>	Thinks critically, works with ambiguity and uncertainty, assesses solutions and impacts, and takes calculated risks
<b>Dynamically sense the environment</b>	Is in tune with the political, social and environmental trends that impact the work; understands and recognises the needs of others and leverages relationships for desired outcomes.
<b>Deliver on high leverage areas</b>	Identifies priorities, pursues objectives with tenacity and is resilient in the face of challenges
<b>Build capability</b>	Proactively develops others; shares learning to promote efficiency and effectiveness; and champions diversity and inclusion
<b>Embody the spirit of public service</b>	Displays empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrates a responsibility to Western Australians; and works in the interests of the public good
<b>Lead adaptively</b>	Continuously seeks to understand personal strengths and areas for improvement, is adaptive to change and adjusts leadership style in
<b>Desirable</b>	Relevant tertiary qualification or equivalent experience.

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## Flexibility Requirements

- Hours of work and leave will be managed in accordance with the needs of the business.
- Staff may be deployed to other areas of the college to meet broader business needs, as and when required.
- This position will be required to assist and support College initiatives and events such as enrolment days and open days.
- The College has a reduced activity period during Christmas/New Year.
- Will be required to travel to and work from other locations including all SRTAFE Campuses.

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## Special Conditions

### **Nationally Coordinated Criminal History Check (NCCHC):**

All new staff being appointed to South Regional TAFE are required to provide a Nationally Coordinated Criminal History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training.

### **Working With Children Check (WWC):**

All new staff appointed to South Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

## Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- South Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (2020)
- Staff computer Use Agreement
- South Regional TAFE policies and procedures

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## Certification

This document provides an accurate statement of the position's responsibilities and requirements.

Signatures

Business Unit Manager	Director
 Digitally signed by Jodie Skirving DN: cn=Jodie Skirving, o=South Regional TAFE, ou=Student Support Services, email=Jodie.Schroder@srtafe.wa.edu.au, c=AU Date: 2026.05.14 12:33:00 +08'00'	 Digitally signed by Tiana Spencer Date: 2026.05.20 09:28:42 +08'00'