



Position Description

Position Title:	Senior Librarian
Organisation Unit:	Library
Reports to:	Executive Dean (CEO)
Type of Employment:	Permanent / Full-Time
Further Information:	recruitment@chc.edu.au

SCOPE OF THE POSITION

The Senior Librarian provides leadership and oversight of library services to support the learning, teaching, and research mission of the College. The Senior Librarian, reporting directly to the Chief Academic Officer, works closely with the library and IT teams to ensure the most efficient and appropriate services and resources are provided to our community. The Senior Librarian will lead and mentor the library team, contribute to academic initiatives, foster an excellent student, and staff experience, while upholding the College's Christian ethos in the delivery of services.

PRIMARY PURPOSE

This position will lead, manage, and supervise the library team to facilitate the delivery of responsive, high quality, friendly and efficient services relevant to the diverse needs of the CHC community which includes students, faculty, and administrative staff.

RESPONSIBILITIES

- Focuses on leading and enabling the library team to provide high quality service that is responsive to the teaching, learning, and research needs of the CHC community and in accordance with the CHC vision and strategic plan(s).
- Involves a close working relationship with schools and departments to ensure a clear understanding of their scholarly and administrative needs.



- Focuses on research and integration of innovative technologies and resource formats into the library collection and services.
 - Requires a capacity to lead, develop, motivate, and train staff that they might find fulfilment in their roles.
 - Requires professional library qualifications, experience, and ongoing participation in professional processes.
 - Focuses on helping patrons research and access information in the most effective way through precision cataloguing, information literacy education, one-on-one research/reference help to faculty and students, and management of Inter-Library Loans for faculty and postgraduate research students.
 - Supports the provision of copyright compliant readings for learning at CHC, where readings are made available to students through Moodle, in-class, for exams, or other reasons.
 - Requires detailed knowledge of the library management system (Alma) and discovery layer (PrimoVE)
 - Requires the ability to manage the processes of integrating innovative technologies and resource formats into the library collection and services.
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DUTY STATEMENT

Library Management:

- Management responsibilities including leading and supporting the library team through staff meetings and professional development.
- Implement, review, and manage library policies (including process, procedures, activities, and budgets)
- Oversight of Library Management System (ex Libris' Alma and PrimoVE)
- Copyright officer, ensure compliance of readings as required and support the Director of Digital Learning and Innovation in the use of eReserve.
- Represent CHC in External Committees (including Australia and New Zealand Theological Library Association (ANZTLA) and Australian Library and Information Association (ALIA))

Cataloguing:

- Copy cataloguing and full original cataloguing according to:
 - Cataloguing resources to RDA and AACR2 standards
 - Classifying according to WebDewey
- Barcode and tag resources prior to workroom processing.

College Administration:

- Member of



- Academic Board
- Learning and Teaching Committee
- Research Committee
- Orientation Committee
- Workplace Health and Safety Committee
- Staff Liaison, Safe Space and Well-Being Officer
- Maintain currency of CPR, First Aid, Mental Health First Aid, and SASH training and provide these services to the CHC community, as required.

Front Facing Tasks:

- Conduct or delegate sessions for students as requested by lecturers.
- Conduct, or delegate initial and updating seminars for students and staff, as required.
- Manage and process inter library loans for staff and postgraduate research students.
- Daily reference desk duty, as required.
- Provide reference and research services to patrons.
- Provide initial IT help, as required.
- Undertake general Library Technician duties, as required.
- Undertake general Library Assistant and Circulation Desk duties, as required.
- Security/lock-up check of CHC rooms at end of day

SELECTION CRITERIA

Essential:

- Qualifications in Library and Information Science (or equivalent) and eligibility for professional membership with the Australian Library and Information Association (ALIA).
- Demonstrated understanding of higher education contexts, including course structures, learning outcomes, and the role of the library in supporting teaching, learning, and research.
- Proven ability to lead, motivate, and develop a team to deliver high-quality library services.
- Experience in supervising staff, managing workflows, and fostering a collaborative and service-oriented culture.
- Demonstrated commitment to student success, with experience in providing front-line support, research skills training, and information literacy development.
- Strong interpersonal and communication skills with the ability to engage effectively with diverse student and staff populations.
- Experience in managing physical and digital library collections, including acquisitions, cataloguing, databases, and online resources.
- Demonstrated ability to evaluate and implement innovative technologies that enhance access to library services.



- Proven ability to work collaboratively with IT services and academic staff to ensure seamless integration of library resources with learning technologies.
- High-level organisational skills with the capacity to manage multiple projects, priorities, and deadlines.
- Ability to analyse service usage, student needs, and industry trends to inform strategic planning.
- Alignment with and commitment to the CHC Christian mission, ethos, and values.

Desirable:

- Experience working in a university or higher education library environment.
- Understanding of the regulatory and compliance environment for higher education in Australia
- Knowledge of emerging trends in scholarly communications, open access and digital learning recourses.

USE OF EQUIPMENT

In the course of their duties, the Senior Librarian will be required to operate and engage with a range of systems, tools, and technologies, including but not limited to the following:

- Computers and software including
 - Microsoft Office 365 suite of software including Word, Excel, PowerPoint, Publisher, and Outlook
 - Alma library management system modules covering fulfillment, acquisitions, resources, discovery, admin, and analytics.
 - PrimoVE catalogue patron user interface
 - Online journals and eBook databases
 - OCLC WebDewey

WORKPLACE HEALTH AND SAFETY

All employees have an obligation to comply with CHC's workplace health and safety policies, procedures, and instructions to ensure a safe workplace.



EQUAL OPPORTUNITY

CHC is an equal opportunity employer. All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace.

STAFF DEVELOPMENT

All employees are required to participate in staff training and development activities to assist in the achievement of individual/work objectives.

GLOSSARY OF TERMS

CHC Christian Heritage College

