



INFORMATION LIAISON ASSISTANT MCKENZIE LIBRARY

1. ROLE PURPOSE

The Information Liaison Assistant is a member of the Knox Library team, and works with the Head of Information Services and the Teacher Librarians in their liaison with students, staff, parents and suppliers to deliver an exemplary library service within the school community. The Information Liaison Assistant acts as a conduit for information sharing between partners in the operation of the Knox libraries and they are a key staff member in establishing and maintaining a welcoming and collaborative environment in the McKenzie Library,

2. ROLE RELATIONSHIPS

The Information Liaison Assistant reports directly to the Head of Information Services and, ultimately, to the Headmaster.

The Information Liaison Assistant will;

- Foster, develop and maintain positive professional relationships within the McKenzie Library specifically, and across all Knox libraries and the broader school community, generally.
 - Take part in team building processes within the McKenzie Library and the wider library and staff programs of the school.
 - Participate in, and contribute to, training and professional development of staff and students in various facets of library operation.
 - Engage with all members of the student body and the wider Knox Community, to provide prompt, efficient, courteous and cheerful service across all areas of responsibility.
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- Acknowledge the varying responsibilities of members of the library team, respect these differences and recognise the importance of each team member's contribution.
 - Embrace the school's Positive Psychology principles and demonstrate a "growth mindset".
 - Exhibit ethical and respectful behaviour in all aspects of their work.

3. ROLE RESPONSIBILITIES

The Information Liaison Assistant will manage the Information Desk, provide general reference assistance and technical support to staff and students, and undertake day-to-day duties related to circulation, shelving and the processing of resources. This person will show integrity and initiative, collaborating with colleagues to ensure all aspects of library service are being delivered. They will maintain an atmosphere of quiet learning in the library and work respectfully with students to remind them of the school's expectations regarding conduct and behaviour. The Information Liaison Assistant will show loyalty to the school and always model collaborative and positive relationships with all members of the school community. They will respect and adhere to the highest standards of professional presentation. This position requires a working knowledge of school library procedures, a high level of interpersonal and organisational skills and a positive, proactive and flexible approach to working as a member of a team.

The Information Liaison Assistant will have knowledge of, and expertise in, using accepted international standards for library practice and maintain an up-to-date knowledge of trends in this area.

The Information Liaison Assistant must demonstrate that they are committed to lifelong learning and pursue opportunities for their own training and professional development to maintain the skill set necessary for accommodating future changes in library operations.

Inquiry Learning

- Assist Teacher Librarians, and engage with students and staff, to support Inquiry Learning, the development of information literacy and tangible knowledge transfer.
- Promote the role of the library in Inquiry Learning by positively engaging with staff and encouraging collaboration with the Teacher Librarians.

Library Management

- Establish and/or monitor day-to-day systems and workflows in consultation with Library team members and audit where necessary.
- Identify where efficiencies can be gained through improvements to systems and processes including equipment circulation.

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- Contribute to the documentation of library procedures.
 - Maintain the Booking scheduler, including class bookings and inform Teacher Librarians of any class bookings that require teaching assistance.
 - Assist with supervision of students during recess, lunch and after school and report any issues to teacher librarians.
 - Supervise students when teachers are not present.
 - Ensure the physical environment is professional and maintained to the highest standards of operation.
 - Information Desk duty before school, at recess and lunchtime, after school and during class visits is a requirement to ensure the highest possible level of service.

Resources

Collaborate with Teacher Librarians in the development of the collection, including:

- Recommending book titles, to support reading programmes and Inquiry Learning.
- Preparing and managing orders for Fiction and Non Fiction books.
- Cataloguing and classifying library materials accurately, and in a timely manner, using z39.50 protocols in Infiniti Library Management System – aim for minimal turnaround of new books.
- Creating reading and resource lists in Infiniti.
- Processing and preparing resources for use.
- Promoting relevant websites and other online resources to students and teachers.
- Loaning and returning of library resources including equipment – returns to be done at least twice daily.
- Managing daily and weekly overdue processes and procedures – checking shelves for missed returns, liaising with school accounts manager for lost item payments.
- Managing periodicals – orders, acquisitions, claims, data entry, display, evaluation of use.
- Shelving – at least twice daily is required to maintain order in the library.
- Assisting with digital video processes, as required
- Performing scheduled library stocktakes

Library ICT

- Possess strong ICT background in a library environment with demonstrated ability to work with digital/online services.
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- Have basic IT support experience.
 - Troubleshoot technical issues with library vendors and refer to IT Department where necessary.
 - Research, and stay abreast of, emerging technologies where they can enhance library services or procedures.
 - Support the school community in the use of online library services

Liaison and Reporting

- Communicate and liaise with external agencies, suppliers and support groups
- Liaise with suppliers of security gates for service and/or repair
- Organise for any required equipment repairs
- Attend library team meetings and contribute to the agenda and discussion as necessary

Miscellaneous

- Other duties may be required, at the direction of the Headmaster and/or Head of Information Services.
- From time to time it may be necessary to modify this role statement, and/or the scheduled work hours, to meet the needs of the school. Any proposed changes will be discussed with the relevant member of staff.

4. ROLE ACCOUNTABILITY

The Information Liaison Assistant will be expected to show evidence of satisfactory performance and completion of tasks (as set out in this role description and according to the McKenzie and KSSA Library Policies and Procedures) to the Teacher Librarians and the Head of Information Services at varying intervals, dependent on the task.

5. WORK HEALTH & SAFETY

The Information Liaison Assistant will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
 - working within the WHS management systems that have been adopted by the School
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6. LENGTH OF TENURE

The Information Liaison Assistant is appointed on a permanent, full-time basis (term time only) and, as with all school staff, will undergo regular processes of appraisal. Reviews will focus on agreed key performance indicators and will be conducted by the Head of Library, and the Director of Staff Services K-12 or by an external appraiser or an appraisal panel selected by the Headmaster.

7. REMUNERATION

The Information Liaison Assistant is employed under the general terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement. The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The role may require flexibility in work hours when workload demands.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation