



Position description

Position: Librarian
Date: April 2022
Hours: 0.5 EFT (flexible across the week)

Whitley College

As the Baptist College of Victoria and as an agency of the Baptist Union, Whitley College is dedicated to providing high quality theological educational resources to all of those committed to the call of God and to the life and mission of the Church in a rapidly changing society. In offering theological education through a comprehensive range of diplomas and degrees accredited by the University of Divinity, professional development opportunities, advanced research programs, and innovative and flexible training initiatives, Whitley seeks to fulfil its mission to equip men and women for leadership and service in a variety of ministries in church and society. Whitley is committed to creating an even stronger and dynamic learning environment for students and to develop further the relationships with partners and stakeholders.

University of Divinity

Whitley College is one of the eleven colleges of the University of Divinity and part of its collegiate structure. The University of Divinity promotes the highest standards of scholarship in theology, philosophy and ministry. Through scholarship, the University aims to address the issues of the contemporary world. Founded in 1910 as the Melbourne College of Divinity, the University has a long history of pursuing and achieving these aims.

Primary objectives

Whitley is seeking a person to fulfil the position of Librarian.

The Librarian is responsible for the provision of information services to support the teaching, learning and research activities of the faculty and students of Whitley College.

The Geoffrey Blackburn Library is temporarily situated in Box Hill. The College's permanent location is in Parkville, however for 2022 Whitley is co-located with the University of Divinity at Box Hill while the Parkville site undergoes extension. In addition, a significant proportion of the collection is stored off-site pending the development of the Parkville premises within the next 12 months. This is a part-time role with the hours of work structured around the teaching timetable ensuring the availability of a Librarian at peak student-use times which in 2022 are on Tuesday, Wednesday and Thursday.

Key responsibilities

- Ensuring that library services meet the needs of the College community
- Assisting and training students in the use of the library, its databases, and the information portal of the University of Divinity
- Promoting the library's resources to students, providing orientation sessions
- Purchasing, processing and cataloguing library resources

- Management of the library management system (Liberty)
- Liaising with academic staff, external organisations and suppliers
- Processing loans, returns, and general collection management
- Rationalisation of the offsite collection in preparation for the return to Parkville

Key skills, knowledge & experience

- Recognised professional Librarianship qualifications. Eligibility for associate membership of ALIA
- Experience in delivering information and library services in an academic environment
- Experience in delivering library services using current technologies. Knowledge of learning styles
- Qualifications, or an informed understanding in the field of theology
- Proven ability to communicate effectively both orally and in writing
- Demonstrated ability to respond proactively to the needs of library patrons
- Ability to innovate, initiate and adapt to the changes required in an electronic environment
- Demonstrated ability to organize tasks independently and manage own work

Prospective and interested candidates may direct further inquiries to the Principal, Rev Professor René Erwich, rerwich@whitley.edu.au or by phone +61 447 571 964.

Applications

Interested candidates for the role are kindly requested to submit their application with full Curriculum Vitae, a cover letter and the names of 3 referees included in the application, no later than **May 16, 2022**, to librarian@whitley.edu.au.

The successful applicant will be expected to take up the position by **21 June 2022**.