

POSITION DESCRIPTION



Position	Library Assistant, Special Collections
Level/Classification	H0202
Reports to	Senior Library Officer, Special Collections
Unit	Metadata & Collections
Directorate	Library
Positions Supervised	Nil

Position Purpose

Under the supervision of the Senior Library Officer, Special Collections, this position will perform a variety of tasks to assist with the sorting, indexing, digitising, preserving and storing of the Special Collections.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

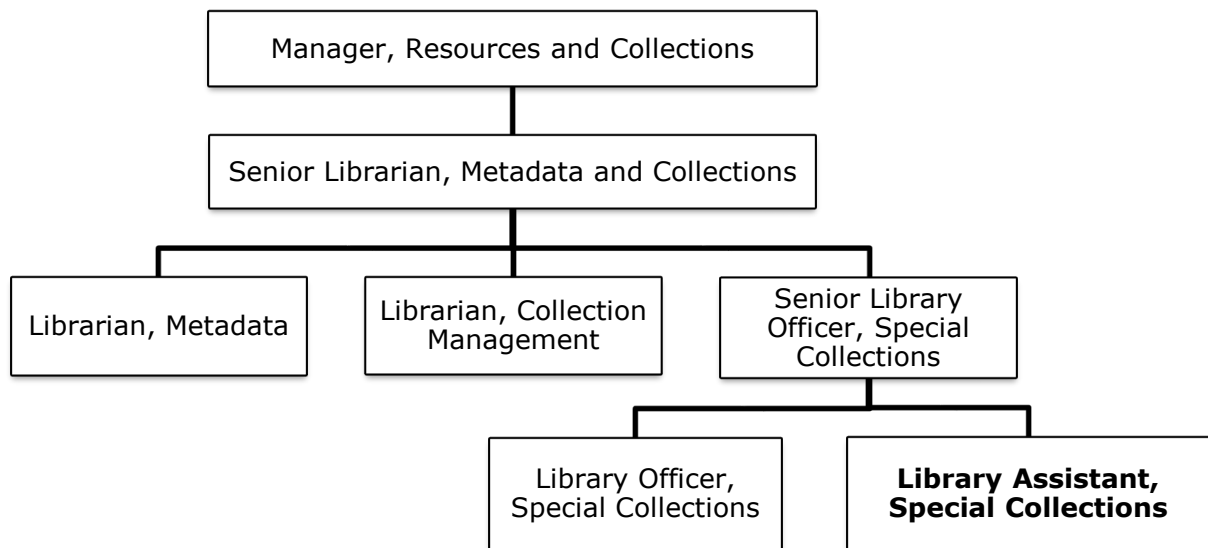
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Library is primarily responsible for providing information resources and services to the academic community in support of learning, teaching and research. The Library provides a friendly, engaging and professional service, focused collections, training and assistance in the location and use of information resources and an environment conducive to study.

The Resources & Collections section of the University Library is responsible for the acquisition, access, metadata, and overall management of the University's Library physical and digital collections and resources, including special collections.

Reporting Relationships



Key Responsibilities/Duties

1. Sort and sleeve materials in preparation for digitising, including removing paperclips or staples, and trimming paper.
2. Indexing and data entry.
3. Participate in collection maintenance activities, including moving archival boxes and rehousing of materials.
4. Carry out, and assist with, other duties as required.

Selection Criteria

Essential

1. Completion of Year 12; or equivalent relevant experience or combination of relevant experience and education/training.
2. Demonstrated ability to work accurately with attention to detail.
3. Demonstrated ability to work flexibly and effectively and to manage competing priorities.
4. Demonstrated ability to work independently and cooperatively in a variety of teams as required.

5. Experience in the effective use of software applications and library management systems.
6. Good analytical and problem-solving skills.

Desirable

1. Experience and understanding of archival and special collections practices, including preservation, digitisation and indexing.
2. Previous experience working in a library, or an archive.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

General Obligations

- While at work, an employee must:
- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All staff complete a Career Development Conversation annually to discuss their career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.