1. **ROLE PURPOSE**
The Xavier College Libraries on each of the three campuses are an integral part of the College teaching and learning community. The function of the College Libraries is to enhance and support community and learning by offering flexible learning spaces and providing quality research and reference services to both students and staff.

2. **LINE OF AUTHORITY**
The Head of Library Services is directly accountable to the Director of Teaching and Learning and Director of Senior Campus. Ultimately this position is accountable to the Principal and the Rector.

3. **ROLE ACCOUNTABILITY**
The Head of Library Services plays a key role in overseeing the effective operation of the Senior, Middle School and Early Years libraries. They are responsible for leading and managing the Library Services team to ensure objectives are met and a culture of learning is maintained across the school.

4. **KEY RESPONSIBILITIES**
The Head of Library Services is responsible, in conjunction with the Library Services team, for liaising with teaching staff to provide support with sourcing relevant resources to assist with their teaching and learning in the classroom.

- Manage the Xavier College Libraries: Senior Campus Brennan Library, Burke Hall and Kostka Hall Libraries
- Determine the information needs of the College, both print and non-print, in accordance with the overall objectives and policies of the College and the Ignatian vision and mission statement.
- Develop procedures, policies and strategic plans for the College Libraries.
- Review, evaluate and modify library/information services and systems against pre-determined measures and ensure that recommendations in the Xavier Libraries Review (2014) are implemented.
- Assume responsibility for designated areas of Audio Visual Services and oversee the curriculum role of this area of Library Services.

5. **SPECIFIC RESPONSIBILITIES**

**Resource Management**
- Devise systems and procedures for the effective and efficient management of library resources across the College.
- Manage the Information Resources and Services to facilitate best practice in teaching and learning.
- Assume overall responsibility for the management of the ILMS (Integrated Library Management System).
- Facilitate the maintenance of the Procedures Manual for all aspects of library tasks.
- Manage an annual stocktake of the Library collections as deemed necessary.
- Liaise with Faculty Heads and assist with management of satellite collections as required.
• Liaise with Audio Visual Services Coordinator with respect to curriculum resourcing and curriculum provision, particularly in the areas of collection development and cataloguing.

**Information Technology**
• Regularly assess the Libraries’ needs for hardware, software and online resources for improved delivery of library and information service requirements.
• Monitor and assess technological developments for potential application for the resource needs of the College.
• Ensure the Libraries have an up-to-date presence on the College Portal
• Maintain and take responsibility for material on the Brennan Library page on the College portal and Libguides.
• Liaise regularly with Audio Visual Services Coordinator with respect to promotion of services on the Library portal pages.
• Assume overall responsibility for the management and development of the ILMS (Integrated Library Management System), Worldshare – across the College.
• Liaise with the Head of ICT in relation to the provision, maintenance and currency of computer hardware.
• Keep the College Executive informed of desired developments in the library and information technology.

**Collection Development**
• Maintain a Collection Development Policy for current and future resource needs.
• Assume overall responsibility for selection of all library resources
• Maintain a Challenged Materials Policy for handling of sensitive material.
• Manage the development and maintenance of the Libraries’ online services, ensuring that it is a current and relevant information resource for staff and students.
• Select appropriate information in a format to meet the needs of users.
• Liaise regularly with the Audio Visual Services Coordinator with respect to curriculum needs.

**Curriculum**
• Participate in curriculum development and planning as a member of the College Curriculum Committee.
• Maintain current awareness of the curriculum offered at the College and changes to the curriculum in order to plan and implement the selection and use of resources which support the curriculum.
• Facilitate Library staff working co-operatively and collaboratively with individual teachers, faculties and cross-curriculum groups to plan, prepare, resource, teach and evaluate units of work.
• Liaise with teaching staff in the development of curriculum units and literature programs and in the provision of resources for curriculum development and implementation.
• In consultation with the Teacher Librarian (Information (Literacy), oversee, participate in and monitor the ongoing development of the Libguides in collaboration with classroom teachers.
HEAD OF LIBRARY SERVICES – 3 CAMPUS

Role Description

• Work with teaching staff and other Library staff to publish units of work on the College portal and SEQTA and develop strategies for ensuring that material is published on the College portal to support the curriculum
• Team teach with teaching staff in the Library and the classroom to introduce new units of work and information skills
• Plan and facilitate, with Teacher Librarian (Literature) and Library Co-Ordinators at Burke Hall and Kostka Hall, the implementation of a literature program across the three campuses, appropriate to students’ developmental levels
• Develop strategies to ensure that the information needs of individual students are met.
• Monitor developments in curriculum and teaching practice
• Consult with the Director of Teaching and Learning to ensure that the Libraries are meeting the needs of teachers and students

Budgeting
• Prepare and administer accurate budget management using the Synergetic and Worldshare
• Prepare annual budget submissions for recurrent and capital expenditure.
• Liaise with Co-Ordinators of Burke Hall and Kostka Hall libraries in the preparation of their annual budget submissions so as to maximise use of financial resources and assist them to manage their budgets
• Undertake priority setting and maintaining of the budget
• Maintain accurate records of expenditure
• Manage and assume responsibility for ordering of all Brennan Library resources
• Assume responsibility for ordering of books and periodicals for all faculties at the Senior
• Advise College Executive on funding, facilities and staff needs of the Libraries

Staffing
• Take responsibility for the selection, evaluation, management and training of Libraries staff
• Supervise, direct and allocate duties to Library staff
• Monitor the performance of Library staff
• Promote and encourage the professional development of all library staff
• Consult with Directors of Campuses and College Principal regarding the employment of library staff when required
• Assume responsibility for employment of short term replacement staff when required, including Audio Visual Services
• Liaise with President of Ladies Auxiliary regarding Parent Library volunteers and co-ordinate the Volunteers with Library Assistant
6. SELECTION CRITERIA
   • Post graduate Teacher Librarian qualification accredited by ALIA (Australian Library and Information Association) and/or a Masters in Teacher Librarianship/Information Management.
   • Management experience in directing, planning, organising, staffing, coordinating, budgeting and evaluating Library operations.
   • Evidence of experience in the management of information resources and services to facilitate best practice in teaching and learning.
   • Demonstrated knowledge and a management of ILMS (Integrated Library Management Systems).
   • Demonstrated ability of an advance level of ICT skills (including databases and audio visual resources. Knowledge and experience in the use of the latest technologies in school libraries.)
   • Knowledgeable in Australian and International library and curriculum trends and developments.
   • Current knowledge of young adult literature with a demonstrated interest in the genre.
   • Familiarity with and active encouragement of the Jesuit ethos within the Catholic culture.
   • Mature and empathetic communication and networking skills.
   • Work collaboratively with strategic stakeholders.
   • Skilled and effective team leadership.
   • Ability to manage a harmonious, cooperative and supportive team.

7. TERMS AND CONDITIONS
   • Full time ongoing
   • Commencement: Mid May 2015 or as negotiated.

All other terms and conditions as per the Xavier College Conditions of Employment Agreement 2012.