



POSITION DESCRIPTION

Position:	Library Assistant
Contract:	Part time, 25 hours per week worked Monday – Friday 1pm-6pm). 6 month Fixed term from July 2025.
Department:	Warden's Office
Reporting to:	Leeper Librarian
Salary Range:	Band 1 FTE \$62,654 plus 11.5% Superannuation and 17.5% Leave loading.
Contact:	Heather Bailie, Leeper Librarian. E: hbailie@trinity.unimelb.edu.au
Date:	May 2025

POSITION SUMMARY

The primary objective of this position is to contribute to a quality library service that is responsive to the teaching, learning and research needs of the Trinity College community.

Trinity College is a vibrant and diverse community inspiring and enabling students of exceptional promise to imagine and achieve a better world. The college community encompasses a Residential College for undergraduates; the Pathways School preparing international students for undergraduate studies in the University of Melbourne; and the Theological School.

Our Library Services complement Trinity College's Vision with innovative services and quality resources that reflect, support and inspire our diverse community of learners. Our mission is to be flexible and dynamic in providing quality resources and innovative services to stimulate creativity and intellectual curiosity, and facilitate lifelong learning and research.

The purpose of this position is to provide support in the day-to-day operations of the library, ensuring an efficient and welcoming environment for students and staff. A key responsibility is the supervision of the library from 5-6pm and closing procedures each day.

SELECTION CRITERIA

Essential:

1. Well-developed customer service and interpersonal skills with the capacity to relate well within a culturally diverse education community or similar environment.
2. Effective written and oral communication skills
3. Good problem-solving and time-management skills with capacity to prioritise competing demands
4. The ability to positively contribute and work within a team environment in addition to working independently.
5. Well-developed keyboard skills and competency in Microsoft Office and online applications





Desirable:

1. Experience working in libraries and/or in a secondary or higher education environment
2. A library and information studies qualification or progress towards a qualification or interest in pursuing such a qualification

KEY RESPONSIBILITIES

1. Use the Library Management System for circulation and basic item management functions
2. Maintenance of the library collection including shelving, repairs, shelf-reading and tidying as required
3. Pre and post cataloguing processing of new library material
4. Contribute to the planning and execution of library engagement initiatives such as displays and competitions
5. Responsibility for supervision of library users after 5pm, including encouraging appropriate behavior.
6. Complete library closing procedures.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

Employees must:

1. Comply with the Trinity College OHS Policy.
2. Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
3. Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
4. Comply with any direction given by management for the intent of health and safety.
5. Report all accidents and incidents that occur in the workplace immediately.
6. Report all known or observed hazards to ensure corrective actions are implemented to avoid recurrence.
7. Adopt work practices that support OHS in the workplace.
8. Seek guidance for all new or modified work procedures implemented within the workplace.





9. Participate in meetings, training and other environment, health and safety activities as required.

TRINITY COLLEGE

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Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund- raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students

