



BRISBANE GIRLS GRAMMAR SCHOOL

# Position Description

<b>Position:</b>	Librarian (Archives)
<b>Faculty/Department:</b>	Library
<b>Employment status:</b>	Full-time, ongoing
<b>Reports to:</b>	Senior Librarian
<b>Classification:</b>	Professional Staff Level 5

## Brisbane Girls Grammar School

Brisbane Girls Grammar School is one of Australia's leading girls' schools, established in 1875 as one of Queensland's original Grammar schools. An academically non-selective independent school, BGGGS provides a broad, liberal education for 1530 girls in Years 7 to 12.

Girls Grammar strives to enrich girls' lives through learning, establishing the educational foundation for young women to contribute confidently to their world with wisdom, imagination and integrity. The School's curious, adventurous and principled students are nurtured by dedicated, expert staff, and supported by a community of parents, alumnae and friends that values the finest traditions and aspirations in education.

## The Position

The Librarian (Archives) plays a vital role in the preservation and management of the School's Special Collections. As the custodian of these valuable resources, you will be responsible for a wide range of tasks that contribute to the organisation and accessibility of the collections.

This role requires meticulous attention to detail, strong organisational skills, a passion for historical preservation, and an understanding of best practices in a secondary school library. As the Librarian (Archives), you will contribute to the enrichment of the School's special collections and other significant materials.

## Key Accountabilities

Duties include, but are not limited to:

### Special Collections Management

- curating, organising and cataloguing the special collections, which include ephemera collections, the Honour Boards, publications and both digitised and born-digital collections
- producing a School Archive Development Policy for the preservation of the School's cultural heritage, including selection, maintenance, access, and promotion

- using a range of information technology and library systems effectively to support the School's digital preservation program (acquisition, conservation, cataloguing, circulation)
- researching to identify potential acquisitions that align with the School's collection development goals
- managing digital initiatives related to special collections, such as digitisation projects and online access platforms
- collaborating with key stakeholders to support their access to and use of special collections for academic purposes
- supporting educational exhibitions, publications, learning activities, and other events that promote awareness and engagement with the special collections
- participating in a range of professional networks to keep up to date with developments in digital preservation.

### **Library Responsibilities**

- collaborating with teaching staff to integrate library resources into curriculum planning and student learning experiences
- providing guidance and support to students in research, information literacy, and effective use of library resources
- supporting library staff by participating in regular circulation desk shifts
- undertaking other tasks within the skill scope of the role by the Senior Librarian and the Director of Library & Information Services.

### **Health and Safety**

- As an employee of Brisbane Girls Grammar School, you must take reasonable care for your health and safety and for those around you, including fellow staff, students and members of our community.
- All staff are required to comply with any reasonable health and safety instructions, policies and procedures as initiated by the School, including but not limited to:
  - following instructions and adhering to safe work policies and procedures, including any direction on the wearing of personal protective equipment
  - using equipment only if trained and attend training as and when required or directed
  - ask for assistance if you are unsure as to how to perform your work safely
  - report hazards, incidents, unsafe situations, and injuries to your supervisor and complete a school incident report.

### **Qualifications, Experience, and Competencies**

- Possess relevant tertiary qualifications in Library and Information Services or a related field such as Records and Archives Management
- Understanding of metadata, archival description, and digital collection management, including relevant archives or collection management systems
- Demonstrated research skills

- Demonstrated knowledge of the application of digital preservation tools and techniques
- Demonstrated experience in dealing appropriately with confidential and sensitive information
- Ability to meet regular workflow cycles and agreed deadlines
- Excellent written and interpersonal communication skills
- Ability to establish positive working relationships with students, staff, and other stakeholders
- Ability to work independently as well as collaboratively within teams
- Outstanding professional presentation and manner
- Ability to acquire and maintain a Positive Working with Children Check (Blue Card).

Note: The intention of the position description is to provide an outline of scope and responsibilities at a point in time, and responsibilities may evolve in accordance with the School's requirements.