REFERENCE LIBRARIAN

INTRODUCTION
Brisbane Girls Grammar School is a leading educational institution for young women in Australia. Established in 1875, it is one of the original Grammar Schools in Queensland and as such enjoys an outstanding reputation combined with a proud tradition of women's achievements. The School is a leader in providing educational services and this key position will add value to the way this strong market position is achieved.

The Reference Librarian is a specialist in promoting the accessing, evaluation and application of digital information. Reporting to the Director of Information Services, the Reference Librarian has responsibility for:

- participating in the teaching of information fluency in the context of the total curriculum, especially through the application of a suite of search strategies;
- taking a leadership role in the seamless integration of digital information into work programs; and
- developing the periodical, database and newspaper collections as facilities specifically responsive to the curriculum and co-curriculum.

DUTIES & RESPONSIBILITIES
The Reference Librarian entails but is not limited to the following tasks:

1. Curriculum
   - establish familiarity with the specific School curriculum, and be aware of current and anticipate future user needs
   - with the Director of Information Services and the Teacher Librarian, cooperatively develop and maintain an information fluency program
   - develop and maintain the periodical, database and newspaper collections as resources responsive to the curriculum
   - support and initiate cooperative program planning and teaching and information connectivity
   - with the Director of Information Services and Teacher Librarian develop “pathfinders” for resources, units of work and individual tasks
   - integrate appropriate search strategies into academic work programmes as required
   - facilitate specialised and targeted information searches in support of the curriculum
2. Resource management
- with the Director of Information Services and the Teacher Librarian cooperatively
  - review a manual of library policies and procedures and
  - plan and implement specialised user education programs and modules;
- be proactive in devising and promoting the innovative use of technology, especially in terms of
  internet and database searching
- take particular responsibility for the maintenance and promotion of, as well as effective access to,
  the periodical, database and newspaper collections
- contribute to the systematic updating and maintenance of library pages on GrammarNet

3. Communication
- cooperatively plan and implement selective electronic and face to face user education and outreach
  programmes
- promote the library as an innovative information and technology centre
- share all relevant knowledge with teaching colleagues, including alert services
- evaluate, select and prepare evaluative reports on appropriate electronic database access
- conduct training and skill development programmes for staff and students as required
- develop a responsive relationship to user requests and assist all users with information location and
  evaluation
- develop an electronic reference desk
- liaise with University of Queensland Cyberschool and the State Library of Queensland as required

4. Collegial interaction
- develop and maintain a productive, direct and positive working relationship with colleagues and
  students, especially supporting students and staff requiring database access
- liaise and collaborate with the Director of Information Services and the Director of the Centre for
  Professional Practice to publish in electronic format documents produced by members of the School
  community
- provide a reference service for staff in senior management positions
- be responsible for organising inter-library loans
- training academic staff as required in information fluency—the ability to locate, retrieve and
  evaluate information, especially from electronic databases.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE
- Tertiary qualifications in information science/librarianship
- High level communication skills
- Ability to work independently
- Ability to liaise with a wide range of stakeholders
- Demonstrated capacity to provide high level services to clients and/or colleagues
- Ability to develop initiatives, problem solve and present professional work outcomes
- Effective time management skills
- Previous experience in an education environment advantageous