



HIGH COURT OF AUSTRALIA



Vacancy Information Kit

Position details

Reference number	2024/08
Position title	Collections Librarian
Classification	High Court Employee Level 5 (\$79,657 - \$84,467)
Location	Canberra, ACT
Working arrangements	Full time Ongoing
Eligibility	Employees of the High Court are required to be Australian citizens. This position requires the ability to obtain and maintain a baseline security clearance.
Contact officer	Sally Scobie Manager Collections Tel: (02) 6270 6916
Closing date	Sunday, 7 April 2024 at 11:55pm AEDT

About the High Court of Australia

The High Court of Australia (the Court) is the highest court in the Australian judicial system. It was established in 1901 by section 71 of the Constitution. The functions of the Court are to:

- interpret and apply the law of Australia
- to decide cases of special federal significance including challenges to the constitutional validity of laws
- to hear appeals, by special leave, from Federal, State and Territory courts.

The seat of the Court is in Canberra, where it is located in its own building within the National Triangle. The Court also has locations in Brisbane, Melbourne and Sydney, as well as sitting on circuit around Australia as required.

Opened in 1980, the High Court building in Canberra was heritage listed in 2007. Structurally, the 40-metre-tall building is essentially one of concrete and glass comprising a number of major functional elements, namely a large public hall, three courtrooms, an administrative wing, and Justices' chambers.

The Court has approximately 75 full-time equivalent ongoing and casual employees supporting the Chief Justice and Justices, most of whom are located in Canberra.

As an employee of the Court, you will:

- work in a high-performing, inclusive and collaborative environment
- have access to reasonably priced undercover car parking (in Canberra)
- be engaged under the *High Court of Australia Act 1979*, and the terms and conditions of employment are similar to those of the Australian Public Service.

Role overview

The Library of the High Court of Australia provides high quality library services to the High Court Justices, associates and other Court staff.

The Library has substantial print and electronic collections. There are also small print collections in the Court's Registries in Sydney and Melbourne. The Library also manages and develops digital repositories for the Court's judgments and archives.

The HCE5 Collections Librarian is part of a small, collaborative team of library professionals.

Under the direction of the Manager, Collections, the Collections Librarian assists with routine Library operations and the management, preservation and development of the Library's physical and online collections.

What you need to be successful

The Collections Librarian will undertake a range of duties associated with the effective operation of the High Court Library, including, but not limited to:

- ensuring the physical collections are well maintained and accessible
- processing invoices and undertaking credit card reconciliations
- creating Library staff rosters and ensuring assigned tasks are undertaken
- participating in routine duties such as press clippings, inter-library loans, circulation, staffing of the reference desk, serials check-ins and claims, and shelving
- contributing to development and implementation of policies and procedures for improved service delivery with a focus on continuous improvement
- assisting with collection development

- contributing to collection project work such as stocktaking, collection moves, catalogue records updates and catalogue clean-up projects
- assisting the Manager, Collections as required, including assistance with online collections, systems maintenance and other technical services activities

Are you eligible to apply?

To be eligible for employment at the Court candidates must be Australian citizens.

Candidates offered employment will be required to undergo a police record check and be able to obtain and maintain a baseline security clearance. The successful candidate will also need to complete a pre-employment medical examination. Candidates must be willing to disclose all relevant and required information. The Court's [Privacy Policy](#) provides further information on how the Court manages personal information.

Successful applicants engaged by the Court will be subject to a probation period.

What does the selection process look like?

The Court uses a range of assessment processes to assist us in selecting suitably qualified and experienced applicants. Our selection processes are based on the merit principle and are designed to select the best person for the role.

What are the steps?

Apply	Complete and submit your application and a résumé of no more than three pages.
Shortlist	Applicants for this process will be assessed on their written application against the selection criteria.
Interview	Shortlisted applicants will be invited to attend an interview. Interviews may be held in person, or by telephone or video.
Referees	Referees will be contacted for further assessment of suitability. Applicants should choose referees who can comment effectively and accurately on their current skills and abilities, experience and work performance that is relevant to the duties of the position. One referee should be a current supervisor.
Process Complete	After the Chief Executive and Principal Registrar (CE&PR) has approved the process, a merit pool may be established. All candidates will be notified of the outcome and will be provided with an opportunity for feedback.

What we need from you

Applications must be addressed to the contact officer and forwarded to the [HR Officer](#) by the closing date.

As part of your application you will need to provide:

- a completed application cover sheet (template on website)
- your current résumé (max 3 pages)
- a statement of claims (max 1000 words) against the selection criteria, including relevant examples

- copy of your academic transcript.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please email the [HR Officer](#) or telephone (02) 6270 6842.

Please note that late applications will not be accepted.

Selection criteria

Our ideal candidate should be able to demonstrate the following:

1. demonstrated ability to undertake detailed work with a high degree of accuracy
2. demonstrated well-developed oral and written communication skills
3. demonstrated strong time management and organisational skills, with the capability to organise and prioritise tasks to meet deadlines in order to work efficiently and effectively under pressure
4. demonstrated experience in working as part of a collaborative team
5. demonstrated ability to work autonomously with limited guidance, and to show initiative

The selection criteria reflect the knowledge, experience, core skills and personal qualities required for the role. Your written application should specifically address each of the selection criteria below, including examples of your experience and achievements.

Qualifications and experience

Mandatory	<ul style="list-style-type: none"> • Recognised degree or postgraduate qualification in librarianship or information management and eligibility for professional membership of the Australian Library and Information Association (ALIA)
Desirable	<ul style="list-style-type: none"> • Experience in a law library or legal information service • Experience with Koha library management system • Experience with Moys classification of legal materials

Preparing your statement of claims

Your 1000 word statement should be succinct and showcase your skills, knowledge, experience and qualifications.

Try not to duplicate information that can be found in your résumé, however you should highlight:

- how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role
- any specific examples or achievements that demonstrate your ability to perform the role
- how you meet the eligibility requirements and qualifications for the position.

Offers and merit pool

At the end of the recruitment process a merit pool may be created. Candidates who are found suitable will be advised that they have been placed in the merit pool, noting that this is not an offer of employment.

The merit pool is valid for 12 months from the date the process is advertised and may be used throughout the year to fill similar positions in the event positions become vacant.

How we will communicate with you

Please ensure that the contact information you supply is up to date. Your email address will be our primary point of contact during the application process.

Please contact the [HR Officer](#) if at any stage you are no longer available to be considered for this role.

