



Australian Government

Department of Foreign Affairs and Trade

Librarian (Systems and Finance) (Specialist)

APS Level 6 (\$83,900 - \$94,339 plus superannuation)

Diplomatic Academy

Library Section

Ongoing, Full-time

Canberra, ACT

The H. V. Evatt Library serves the information and research needs of the Department of Foreign Affairs and Trade (DFAT). The Library has an onsite book collection and an extensive hard copy collection located at an offsite repository, as well as providing a range of e-journals via major information databases. The library serves all DFAT staff in Australia and overseas. The library is part of the Diplomatic Academy (DAC) which is a leading-edge learning and development hub working to advance Australia's interests internationally.

The position is a combination of three important work functions: library systems and reporting, finance and procurement, and client services.

It is essential that you have a good technical understanding of library management systems (LMS) and reporting functions, particularly Sirsi Dynix. You will be responsible for all aspects of the LMS, including system upgrades. Having a flair for innovative ways in which the LMS can provide data for continuous improvement of library services is welcome. In addition, you will ideally have experience in finance, procurement and budgeting within the APS, preferably in a library context. Awareness and responding to client needs are paramount.

As part of a small team, you will be client focused, personable, and ready to step up when needed. While you will have considerable autonomy to take responsibility for the technical and finance functions within the library, you will work closely with the library manager in planning, reporting, and monitoring the library's performance and budget.

Candidates for the position must hold a recognised library qualification and be eligible for membership of the Australian Library and Information Association (ALIA), or an equivalent overseas professional library association.

Candidates must be Australian citizens.

This is a security-designated position. Prior to engagement selected candidates will be required to obtain an Australian national security clearance at Negative Vetting Level 2. Ongoing employment with the department requires the successful candidates to maintain a security clearance. Loss of a security clearance at any time will lead to termination of employment.

A face-to-face interview is a critical part of the security clearance process. This interview will be conducted in Australia, preferably in Canberra. If you reside overseas please be aware that you will be required to travel to Canberra at your own expense to undertake the security interview. Interviews cannot be conducted by video link or Skype.

DFAT employees are expected to adhere to the APS Values and Code of Conduct and the DFAT Values Statement. Depending on the role, DFAT employees may be required to obtain and maintain a valid Working with Children/Vulnerable persons clearance.

Please visit the DFAT website to view further details of this opportunity.

Applications close Monday 25 February at 2:00pm AEDT.

DFAT WEBSITE