



## HIGH COURT OF AUSTRALIA



### Vacancy Information Kit

#### Position details

Reference number	2022/16
Position title	Library Officer
Classification	High Court Employee Level 3 (\$62,331 - \$67,143)
Location	Canberra, ACT
Working arrangements	Part-time Ongoing (22 hours per week)
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	Robin Gardner Tel: 02 6270 6924
Closing date	Sunday, 9 October 2022 at 11:55pm AEDT

## About the High Court of Australia

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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 Parliamentary Triangle. The Court also has locations in Brisbane, Sydney, and Melbourne, as well as sitting on circuit around Australia as required.

Opened in 1980, the High Court building is one of Australia's National Buildings, and 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 work environment
- have access to reasonably priced undercover car parking
- be appointed 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

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The Library of the High Court of Australia provides information and research services to the Justices of the High Court. The Court's Library provides high quality library services to the justices, associates and research staff.

The Library is over three floors and contains over 180,000 volumes as well as an extensive suite of electronic resources. The Library also manages and develops digital repositories for the Court's judgments and archives.

There are also library collections in the Court's Registries in Sydney and Melbourne.

## What you need to be successful

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The Court is seeking an energetic, motivated and experienced professional who, under limited direction, will undertake a range of duties associated with the effective operation of the Library.

The successful candidate will have highly developed organisational skills as well as possessing highly developed communication and negotiation skills.

The successful candidate will join a supportive, friendly and collaborative team, working in a fast paced and dynamic environment.

The duties include, but are not limited to, the following:

- loose-leaf filing and updating of supplemented publications
- circulation – adding new users to systems, issuing borrowing cards and checking loan records of departing users, and shelving
- production of Weekly New Journals list

- updating *HCA Judgments Reported* list monthly
- during Court sittings – ensuring the front of Bar Library is ready for practitioners and undertaking Reference Desk rostered shifts
- processing inter-library loans as rostered
- accessioning serials as rostered
- assisting with stock-taking
- project work as assigned.

## 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 successfully 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 — see below (max. 750 words), and a résumé of no more than two 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.
Work Sample Test	Applicants may be asked to complete a work sample test either in person or remotely.
Referees	Referees may 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.
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

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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:

- an application cover sheet
- your current résumé
- a statement of claims (max. 750 words) against the selection criteria, including relevant examples
- the names and contact details of two referees, one of whom should be a current supervisor.

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

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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:

- demonstrated ability to undertake detailed work with a high degree of accuracy
- effective communication skills, both oral and written, to liaise effectively with library users and other Court staff
- demonstrated organisational skills and the ability to manage competing priorities and respond and adjust to changing work demands
- computer literacy, including the ability to maintain records and databases
- proven ability to work as part of a team.

### Qualifications and experience

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#### Essential

- Diploma in Library and Information Services or Library Technician qualification recognised by the Australian Library and Information Association (ALIA)
- Or progress towards completion of such qualification

#### Desirable

- Experience working in a library or similar environment
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## Preparing your statement of claims

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Your 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

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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

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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.



# Application Cover Sheet

Position Title

Library Officer

Position Classification

High Court Employee Level 3

## Personal Details

Given Names

Surname

Address

Contact No

Email

Are you an Australian citizen?

Are you currently a Commonwealth,  
APS or State government employee?

Department name

AGS No

Substantive level

Ongoing /Non-ongoing

Have you received a redundancy from a  
Commonwealth, APS or state  
government employer in the last 12  
months?

## Referee Details

**Referee No 1 - Name**

Title / Organisation

Contact No

Email

**Referee No 2 - Name**

Title/Organisation

Contact No

Email

How did you hear about this vacancy?