



HIGH COURT OF AUSTRALIA
Canberra

Librarian, Acquisitions/Cataloguing and Archives
High Court Employee Level 5, Ongoing full time,
Canberra
\$74,407 - \$78,900pa
Plus 15.4% superannuation

Description

This position located in the High Court Library in the High Court building in Parkes Place, Canberra. The High Court Library provides library services to the Justices, Chambers, Registry staff and counsel appearing before the Court.

The High 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 High 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 and to hear appeals, by special leave, from Federal, State and Territory courts. The Court hears and determines disputes in all areas of law, including constitutional matters. Further information on the Court's operation is available from www.hcourt.gov.au

ABOUT THE JOB

Details: Librarian (Acquisitions/Cataloguing and Archives)
High Court Employee Level 5 Salary \$74,407 to \$78,900pa
Ongoing, Full Time, 37.5 hours per week
Canberra

The Role

Under limited direction the occupant of this position will participate in the provision of library services to the Court; be responsible for the maintenance of the High Court's Archive database as well as the Judicial Papers Database, Catalogue Library materials, upload holdings to Libraries Australia, collate and publish *Monthly New Books* list as well as contribute to library system maintenance and participate in planning and development of library projects.

Contact Officer after reading the selection documentation:

Margaret Hutchison
Manager, Library Systems and Electronic Resources
Telephone 02 6270 6911
Email: hr.officer@hcourt.gov.au



Court room 1

DUTY STATEMENT

Description:

In accordance with the High Court of Australia Work Level Standards, under general or limited direction the occupant of this position will undertake a range of duties associated with the effective operation of the High Court Library including, but not limited to, the following:

1. Source, acquire and accession library materials. Oversee and provide guidance to a Library Officer in the area of invoice processing. Investigate and resolve non-supply and invoice problems.
2. Catalogue Library materials, upload holdings to Libraries Australia, collate and publish *Monthly New Books* list.
3. Undertake monthly financial reconciliations of credit card purchases of collection items.
4. Under the direction of the Senior Librarian maintain the High Court's Archive Database and Judicial Papers Database. Contribute to the management and development of these and other projects, including advice and technical expertise in the area of digital repositories and archives.
5. Undertake work in the areas of Inter-library loans, staffing of reference desk and preparation of Press Clips service on a rostered basis. Assist with other collection maintenance projects i.e. shelving, collection moves and the annual stocktake.
6. Assist with checking Joint Books of Authorities.
7. Provide a backup for the Senior Librarian in publishing High Court Judgments, Library Updates, Special Leave Dispositions, oversight of Inter-Library Loans and rostering; and backup for Legislation Officer in preparing legislation and literature reviews.
8. Assist with training of Library staff and contribute to the drafting, preparation and updating of routines manuals, procedural documents and guidelines

SELECTION CRITERIA

The Selection criteria reflect the knowledge, experience, core skills and personal qualities required for this position. Assessment of applicants during this process is based on these criteria. Please provide a statement of no more than **300 words for each criterion** and include examples of your experience and achievements. Refer to page 5 for further information about the selection process.

CRITERIA

1. Knowledge of or experience in acquiring, processing and cataloguing material in all formats, including the ability to create and maintain bibliographic, order and holdings records; or the ability to quickly develop these skills.
2. Demonstrated ability to undertake detailed work with a high degree of accuracy.
3. Ability to maintain and in conjunction with the Senior Librarian and other Court Library staff, further develop the High Court's Archive database, Judicial Papers Database and assist in publishing High Court Judgments, Library Updates and Special Leave Dispositions.
4. Well-developed oral and written communication skills including ability to:
 - a. liaise with varied suppliers and colleagues to achieve satisfactory outcomes;
 - b. interact with High Court staff and visiting counsel at all levels;
 - c. contribute to the drafting, preparation and updating of routines manuals, procedural documents and guidelines.
5. Well-developed organisational skills of a high order, including the ability to:
 - a. prioritise competing demands;
 - b. work efficiently and effectively under pressure;
 - c. oversee aspects the work of other team members and rostering as required.
6. Demonstrate initiative, adaptability and discretion.
7. Qualifications and experience:

Essential

The successful application will have completed:

 - a) a university degree with a major in information and media, information services or archives related discipline; or
 - b) a degree in any discipline, followed by a postgraduate qualification in information studies.

Desirable

Knowledge of the Moys Classification for Law Libraries and experience and capacity for undertaking legal reference enquiries is highly desirable

HOW TO APPLY

For your application to be considered, it **must** include the following documents:

1. an application cover sheet (refer page 8)
2. a covering letter
3. your current resume
4. a statement supporting your claims to the position, limited to 300 words for each selection criterion. Keep to relevant examples and your response can be in narrative or dot point.
5. The contact details of two current referees

Our preference is for electronic lodgement of applications by email to the HR Manager,

hr.officer@hcourt.gov.au

If you do not have email access a hard copy application may be lodged by post, marked "In Confidence" to:

HR Manager
High Court of Australia
PO Box 6309
KINGSTON ACT 2604

The closing date for applications is 5pm Monday 20 April 2020

Applicants are advised that late or incomplete applications will not be accepted. Interviews will be held on or around the week commencing 4 May 2020.

The Selection Process

The selection process ensures applicants with the appropriate mix of skills and knowledge for the effective and optimal operation of the Court are selected. The selection process also ensures accurate assessment of all applicants and objective decision-making

On the basis of written applications, the Committee will short-list applicants for further assessment.

Interviews

The selected applicants will be notified of the time and location of their interview. At the time of interview, applicants may be asked to complete a practical assessment or give a presentation, and applicants will be notified when contacted if they need to prepare anything specific or bring anything with them to the interview.

Referee reports

Referee comments may be sought after the interview. 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.

Work Sample tests

Depending on the role the High Court may also include a work sample test as part of the process.

Completion

At the completion of the selection process a report will be written for the approval of the Chief Executive and Principal Registrar. This may include an Order of Merit of suitable applicants. Applicants will be notified of the outcome of their application in writing and will be given the opportunity for post-assessment feedback.



The Public Hall

Conditions of Engagement

Employees of the Court are employed under the *High Court of Australia Act 1979*, with the Determination under s26 (4) of the *High Court of Australia Act 1979* Terms and Conditions of Employment of Employees.

The following pre-employment checks will be conducted prior to the commencement of employment:

- Australian citizenship evidenced by an Australian birth certificate or passport, or a certificate of Australian citizenship for applicants born overseas.
- A 100 point identity check. In the case of a name change, a marriage certificate, deed poll or other legal evidence must also be provided.
- A previous employment/reference check.
- A criminal history check.
- A pre-employment medical exam.

All employees are subject to a 6 month probationary period.

Commonwealth/APS/State Government Employment

The High Court of Australia is not an APS employer, however prior service with qualifying government employers will be recognised.

Working at the High Court

The High Court building is located in Parkes ACT, on the shores of Lake Burley Griffin. It is flanked by the National Gallery of Australia and the National Portrait Gallery. Questacon (Australia's National Science and Technology Centre), Old Parliament House and the National Library of Australia are nearby.

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 some 100 staff members, most of whom are in Canberra. Staff are also located in Melbourne, Sydney and Brisbane.



HIGH COURT OF AUSTRALIA -

APPLICATION COVER SHEET

Position Title:	Librarian	Position Classification:	HCE5
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Personal Details

Title		Surname	
Given Names		Date of Birth <i>(optional)</i>	
Postal Address			
Contact Phone No (business hours)			
Mobile Phone No			
<p><i>You must be an Australian citizen to be eligible for employment at the High Court of Australia.</i></p> <p>Are you an Australian citizen? <i>(Please circle or delete)</i> YES / NO Do you require assistance in attending an interview? Yes/No if yes please advise your requirements</p>			

Are you currently a Commonwealth, APS or State government employee? <i>(Please circle)</i> Department name:	YES / NO
AGS number	
Nominal Level	Actual Level
Ongoing Employee	Non-ongoing employee
Have you received a redundancy from a Commonwealth, APS or state government employer in the last 12 months? <i>(Please circle or delete)</i>	YES / NO

Referee 1 Details	
Name:	
Title:	
Organisation:	
Phone No:	
Mobile No	

Referee 2 Details	
Name:	
Title:	
Organisation:	
Phone No:	
Mobile No:	

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