

Position Description

Position Title	Collections Support Librarian
Job role	Library collection maintenance and acquisition/ Continuous Improvement / Customer experience
Award classification	Band 5
Status	Permanent, Full Time
Hours of work	Standard engagement based on 76 hours a fortnight
Department and Division	Collections & Information Services, Digital and Finance
Location	Kim Barne Murrk, Geelong Library & Heritage Centre
Reports to	Manager, Collections & Information Services
Salary range	\$79,353 - \$91,254 per annum
Approved by	Director, Digital and Finance
Date	December 2025
Contact Officer	Radmila Sekulic – Manager, Collections and Information Services radmila.sekulic@grlc.vic.gov.au

About the role

The Collections and Information Services team deliver high quality, relevant and community focused library collections for Geelong Regional Libraries (GRL) locations and digital collections online. We strive to find creative and inspired solutions to ensure we can provide access to resources across our diverse region.

The Collections Support Librarian supports and advances the development of all library collections through vendor communication, maintenance of documentation and selection tools and consistent evaluation using evidential systems and processes in collaboration with other team members. They also work collaboratively with all library teams, ensuring all GRL staff are empowered and confident to deliver readers advisory and information resources to our customers.

This role also supports the implementation of GRL's objectives as identified in the Library Plan and in accordance with approved plans, policies, procedures and guidelines.

The main expectations and responsibilities of the role are:

- Day-to-day collection maintenance tasks, including reporting, cataloguing, invoicing and ordering, ensuring accuracy and consistency across all systems
- Supporting the Manager, Collections and Information Services to deliver on Library Plan and Collection Strategy actions
- Work in collaboration with the Library Management System (LMS) Coordinator to support LMS-related initiatives, improvements and ongoing system maintenance
- Actively assist team members with support and guidance in the delivery of tasks and objectives
- Contribute to the development and maintenance of policies, processes and procedures that ensure GRL deliver high quality and relevant physical and digital library collections
- Creating and delivering readers advisory and collection maintenance training for GRL staff
- Ability to work independently and collaboratively within a team
- Proactively model, cultivate and maintain, positive and professional team relationships across all GRL functions.
- Comply with organisational policies and procedures, and actively contribute to planning, review and

continuous improvement activities that support organisational objectives

- Contribute to the successful operation of the library service by assisting and supporting colleagues and senior leadership team to meet organisational objectives, goals and corporate plans.
- Maintain and develop professional awareness through reading professional and relevant literature and attendance at professional meetings and seminars.
- Apply the principles of GRL Values, Code of Conduct, workplace diversity principles, work health and safety and collaboration within a work and team environment.

Tertiary qualification in a relevant discipline is essential.

The successful candidate must demonstrate ability and/or capacity to develop skills to successfully use Microsoft 365 and Library Management System tools to deliver on the main duties. They must have demonstrated the ability to support projects in a change environment, well-developed investigative, analytical and problem-solving skills and highly developed oral and written communication skills.

The successful candidate will demonstrate experience and/or capacity to deliver on the main duties of the role as identified above in the application process.

Who we are

GRLC's purpose is to provide a thriving public library service that boosts our communities' health, prosperity, connectedness and belonging, as we play an active role in strengthening our region now and into the future.

We are a consistently recognised leader in Victoria's public library sector and provide services across the five local government areas that are part of the G21 region. This includes 20 libraries and 3 mobile library services. We create safe and welcoming spaces for everyone and host a rich calendar of learning and cultural programs and events with live audiences and via online platforms.

We continue to embed an organisational culture that is curious, caring and confident to learn, adapt and experiment during periods of change. Employees are expected to actively uphold our organisational values by fostering a sense of Belonging through inclusive and respectful practice; demonstrating Integrity through honest, accountable and ethical decision-making; and embracing Curiosity by being open to new ideas, diverse perspectives and continuous learning in service of our community and organisational objectives.

We aspire to be regional leaders in technology and innovation so that, as the custodians and distributors of accumulated knowledge and resources, we can ensure universal access for everyone in our growing region, whether online, in our libraries, or through outreach and innovative partnerships.

Are you eligible?

To be eligible for the role you must be an Australian citizen, permanent resident or have appropriate work rights in Australia.

The successful candidate will be required to provide the following:

- a Police check (no older than 6 months)
- a current Employee Victorian Working with Children Check prior to commencing your employment with GRLC

How to apply

For further information, contact Radmila Sekulic on 0417 899 538 or radmila.sekulic@grlc.vic.gov.au

Applicants please note: You must be able to perform the duties of the role taking into account the "[Performance Expectations](#)" at the relevant classification and the [GRLC Vision](#) and Values .

Geelong Regional Library Corporation is proud to be a workplace that champions diversity. Our commitment is for our people to be safe, included and supported so that they can be at their best. As an equal opportunity employer, we encourage applications from First Nations peoples and people with diverse gender identities and expression, ethnicity, cultural background, sexual orientation, ability and age. We look for the right values, skills and knowledge to build our capabilities so that we can best deliver for and represent our community.