

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced	
Group: Schools		Effective Date of Document 27 October 2014
Directorate: Education Regions		
Branch: Schools		
Section:		

THIS POSITION			
Title:	Library Officer		
Classification:	Level 1		
Position No:	Generic		
Positions under <u>direct</u> responsibility			
Title:	Classification:	Position No:	Number of FTE's Controlled:
Nil			

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Business Manager/Registrar/Librarian		
LEVEL:	Various		
POSITION NUMBER:	Various		
This position and the positions of:			
Title		Level	Position Number
Various			

TITLE Library Officer	CLASSIFICATION Level 1	POSITION NO Generic	EFFECTIVE DATE 27 October 2014
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CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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ROLE

The Library Officer:

- provides general clerical and library support, including preparing correspondence and booking equipment and facilities
- maintains the resources and environment of the school library to support the learning outcomes of students
- operates library systems which ensure library records are up-to-date and library resources are maintained and processed so they are accessible and available to students, staff and parents at all times
- deals with enquiries and guides students, staff and parents in locating library resources and information
- collects and receipts money in accordance with Departmental procedures, as required
- directs and coordinates the activities of library volunteers.

OUTCOMES

1. Information in the library catalogue system and other library systems is accurate and up-to-date; all new resources, deleted and archived items are recorded and resources are correctly bar coded.
2. Loans and returns of library resources are processed in a timely and effective manner; including follow-up on unreturned or damaged resources; to ensure access and availability at all times.
3. The library environment is safely maintained and at an acceptable level of tidiness; including the maintenance of equipment and displays, repairing damaged books and covering new books.
4. Monies paid to the library are receipted and accounted for in accordance with Departmental procedures.
5. Library volunteer activities are directed and coordinated.
6. General clerical tasks are completed effectively and in a timely manner, including bookings of equipment and facilities, preparation of routine correspondence, assistance with stocktaking, and monitoring and ordering of consumables.
7. Effective working relationships are developed and maintained with students, parents and staff on library matters.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.
3. Demonstrated ability to use computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated ability to provide administrative support and organise and prioritise tasks effectively.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 27 October 2014
TRIM REF # D14/0463941