



# Job Description Form

## Department of the Attorney General Purpose

To provide high quality and accessible justice, legal, registry, guardianship & trustee services that meet the needs of the community and government.

<b>Position Title</b> Librarian		<b>Special Conditions</b> Specified Calling
<b>Effective Date</b> November 2009	<b>Position Number</b> Generic	<b>Level</b> Level 1 (L1SC)
<b>Division</b> Corporate Services	<b>Directorate</b> Shared Information Services	<b>Branch</b> Libraries and Information

## Divisional Outcomes

To provide effective business systems and services which support the Department's success.

## Directorate Outputs

Enable business areas to leverage information resources and technology to deliver services and improve effectiveness and efficiency.

## Branch Outputs

Provide specialised library and information services.

## Role Of This Position

Performs professional and administrative library duties for a library network that comprises judicial, legal and other library services and collections.

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## Responsibilities Of This Position

### Service Delivery

Provides legal and other reference and information services.  
Assists clients in the use of library resources and facilities.  
Delivers training and induction programmes for clients.  
Provides S.D.I. (selective dissemination of information) and other current awareness services.  
Maintains branch or satellite libraries as required.

### Information Resource Management

Catalogues and classifies library materials in accordance with established standards; checks processing of material.  
Maintains legislation, judgments and other specialised collections in accordance with established standards.  
Carries out stocktaking and arranges for the binding and physical maintenance of the collections.  
Assists with book selection and collection development.  
Authorises the payment of library accounts and liaises with suppliers.  
Collates financial information and maintains statistics as required.

### System Maintenance and Support

Ensures the day to day running and availability of the library management system, CD ROM network, and other electronic research facilities.  
Liaises with internal and external providers of technical support.  
Carries out system maintenance routines.  
Assists with the implementation and customisation of library management software.  
Assists with the development of the library intranet (web) page and the evaluation of new electronic information resources.

### Planning

Actively contributes to team planning meetings.

### Policy and procedures

Contributes to the development and maintenance of library policies and procedures.  
Complies with organisational and library policies and procedures.

### Continuous Improvement

Identifies opportunities for continuous improvement within the team.  
Rotates duties with other like positions in the Library.

### Corporate citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.  
Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.  
Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.

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## Skills, Knowledge, Behaviours and Qualifications

For purpose of professional development, providing context in relation to work related requirements, training etc.

### SKILLS

#### Service delivery

Demonstrated ability to provide a client-focussed service.

#### Information resource management

Ability to catalogue, classify and index library resources using standard bibliographic tools.

#### Communication

Ability to communicate effectively with library clients and library staff both orally and in writing.

#### Team building and maintaining relationships

Capacity to work effectively both independently and as a team member.

Ability to foster and maintain productive working relationships with clients.

#### Continuous learning

Capacity to develop and maintain legal and other research skills, especially as they relate to electronic information resources.

#### Time Management and Organisational

The ability to prioritise, organise and complete work within timelines. Attention to detail and accuracy.

### KNOWLEDGE

Knowledge of, and experience in the development and maintenance of library management systems.

Knowledge of, and experience in the use of Dewey Decimal Classification, AACRII and the application of subject headings.

Knowledge of legal research tools and their application.

### EXPERIENCE

Experience in the operations of a library.

Experience in the use of on-line systems and services for the retrieval and dissemination of information.

Experience with automated library systems and services and electronic information resources.

### QUALIFICATIONS

B. App. Sc. (Library and Information Studies) or equivalent, conferring eligibility for professional membership of the Australian Library and Information Association.

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## Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

*The following work related requirements may be assessed at different stages of the selection process.*

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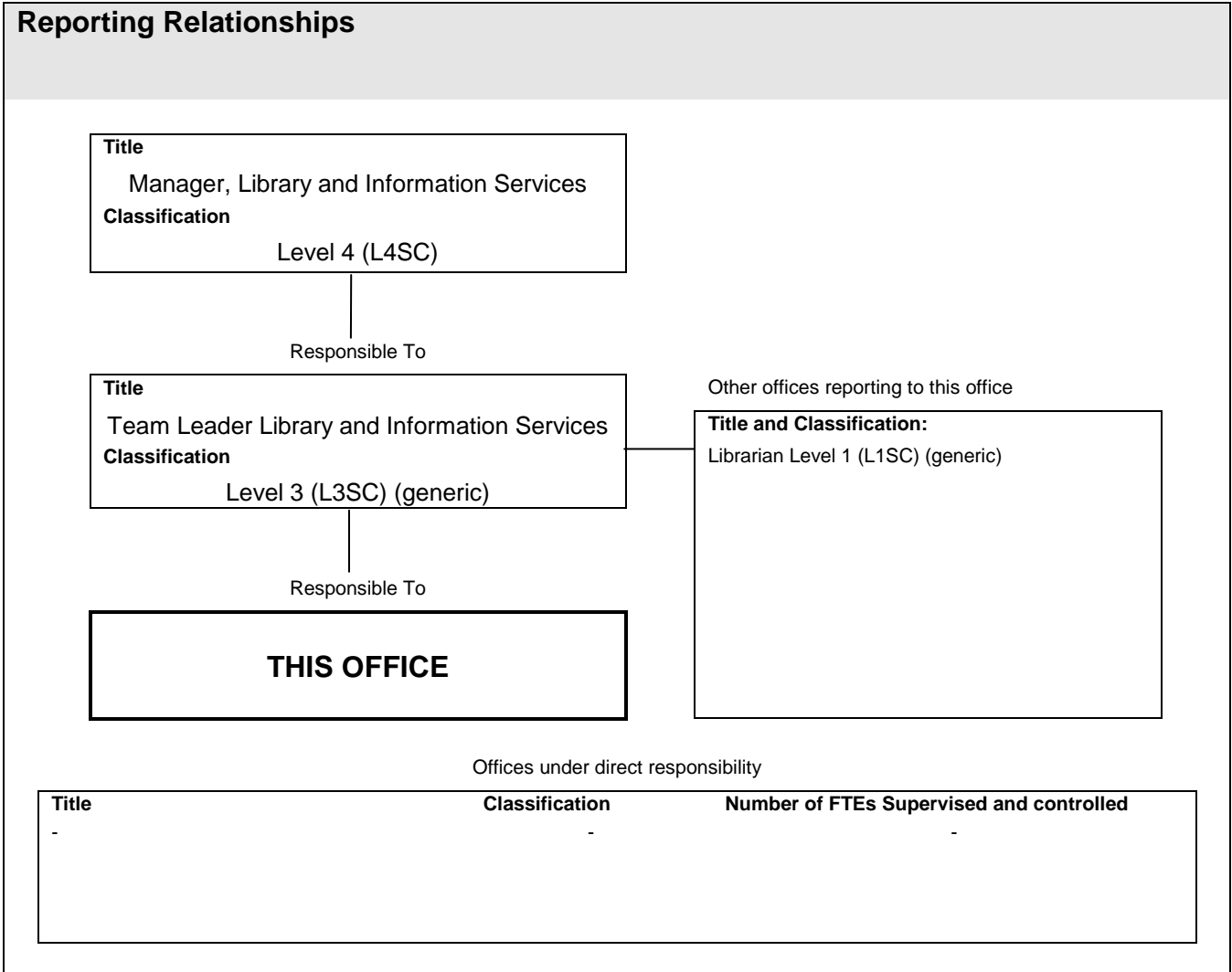
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<b>LOCATION AND ACCOMMODATION</b> State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	<b>LOCATION ACCOMMODATION</b>
<b>ALLOWANCES/SPECIAL CONDITIONS</b> State allowances and conditions applicable.	Specified Calling as per Clause 12 of the <i>Public Service Award 1992</i> and the <i>Government Officers Salaries Allowances and Conditions Award 1989</i> .

**Certification**

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

<b>Position Title of Delegated Authority</b> (as per HR Management Delegations) Director General
<b>Signature</b>
<b>Date</b> November 2009