

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

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced
Group: Schools	Effective Date of Document 17 August 2016
Region: Education Regions	
School: Schools	

THIS POSITION			
Title:	Library Officer		
Classification:	Level 2		
Position No:	Generic		
Positions under <u>direct</u> responsibility:			
Title:	Classification:	Position No:	Number of FTE's Controlled:
Library Officer	Level 1		

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Manager Corporate Services		
LEVEL:	Various		
POSITION NUMBER:	Various		
This position and the positions of:			
Title	Level	Position Number	
Various			

TITLE Library Officer	CLASSIFICATION Level 2	POSITION NO Generic	EFFECTIVE DATE 17 August 2016
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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, care 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.

TITLE Library Officer	CLASSIFICATION Level 2	POSITION NO Generic	EFFECTIVE DATE 17 August 2016
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ROLE

The Library Officer:

- supervises the day-to-day operations of the library and provision of reference, information and associated services to teaching staff and students
- administers 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
- conducts library skills training and demonstrates the use of library equipment
- prepares procedure manuals for library equipment, as required
- assists students, parents and staff to select program and age appropriate materials
- prepares and monitors the library budget and makes recommendations for new library resources
- coordinates the rosters for library visits
- provides technical advice on the library Information Technology system
- supervises the duties of subordinate library staff and/or volunteers
- supervises small groups of students outside lesson times or in class learning activities relating to the library
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Library Officer	Level 2	Generic	17 August 2016

OUTCOMES

1. Information in the library catalogue system, Library Resources Register and other library systems is accurate and up-to-date; all non Schools Catalogue Information System (SCIS)/Curriculum Materials Information System (CMIS) resources are accurately catalogued or archived, including the addition and refining of descriptor notes.
2. Accurate technical advice is provided on the library Information Technology system (which may include a library website), and the system operates effectively and is regularly maintained.
3. Library displays are designed and created that are appropriate to school programs.
4. Library resources including library Information Technology systems are accessible and up-to-date; regular stock takes are performed, outdated materials are archived or removed from the library collection, recommendations are made for the purchase of new resources.
5. Rosters for library visits are effectively coordinated.
6. Students and teachers are provided with sufficient training, assistance and advice in the library systems and equipment; including computers, audiovisual equipment and the Internet.
7. Teachers, students and parents are assisted with locating library resources for specific programs and age groups.
8. Small groups of students are supervised outside lesson times or in class learning activities relating to the library.
9. The library budget is administered effectively and in accordance with Departmental procedures.
10. The duties of Library staff and volunteers are supervised effectively to achieve the above outcomes.
11. Accrued leave of staff is managed effectively.
12. Performance management and development is delivered effectively.

TITLE Library Officer	CLASSIFICATION Level 2	POSITION NO Generic	EFFECTIVE DATE 17 August 2016
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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 experience in providing administrative support with the ability to 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 Accountable 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 17 August 2016
TRIM REF # D16/0512163