



HSS Registered

Senior Librarian

Health Salaried Officers Agreement; HSO Level P2

Position Number: 003267

Library & Information Service

Fiona Stanley Hospital & Royal Perth Hospital / South Metropolitan Health Service

Reporting Relationships

Executive Director Corporate Services / Finance
Award Level: HSO Class 2
Position Number: 112905



Head of Department, Library & Information Service
Award Level: HSO P4
Position Number: 114710



This Position



Directly reporting to this position:

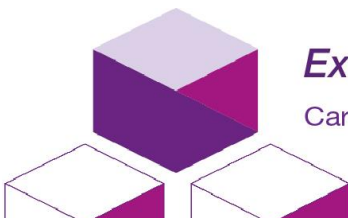
Title	Classification	FTE
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Also reporting to this supervisor:

- Team Leader Librarian, HSO P3, 1 FTE
- Senior Librarian, HSO P2, 2.2 FTE
- Librarian, HSO P1, 4.5 FTE
- Library Technician, HSO G3, 1.9 FTE

Key Responsibilities

In collaboration with colleagues, provides library and information services and support at an advanced practice level. Practices as a Senior Librarian and ensures practice is in accordance to professional and departmental standards and SMHS policies and guidelines.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Research and Information Services

- 1.1. Provides advanced practice level evidence based Library and Information services to clients at the direction of the Head of Department.
- 1.2. Provides specialist advice to librarians on complex reference services.
- 1.3. Reviews, develops and implements service improvements in consultation with the Head of Department. Reviews and updates policies, procedures and work methods as required.

2. Electronic and Collection Services

- 2.1. Develops the Library's web presence in line with best practice portal designs that facilitate accessibility, ease of use and optimal retrieval.
- 2.2. Investigates consortial purchases as appropriate.
- 2.3. Organises purchase of online resources, manages subscription renewals and monitors expenditure on online resources.
- 2.4. Liaises with Australian and international suppliers on authentication and licensing issues, pricing, technical support and problem resolution.
- 2.5. Evaluates recommends and implements appropriate software applications e.g. EZproxy, electronic journal catalogues and other vendor products.
- 2.6. Reports on the use of electronic resources, using standards-based statistical collection.
- 2.7. Provides an advanced consultancy and advisory service in electronic resources management.
- 2.8. Monitors trends in the delivery of electronic health resources and supporting technology and recommends the suitability of new resources and services to meet client needs.

3. Professional / Educational and Team Functions

- 3.1. Engages in continuing professional development/education and ensures continuous eligibility for membership of the Australian Library and Information Association (ALIA) as per essential criterion 1.
- 3.2. Provides education and training for clients, librarians and technicians in the discovery and application of Library resources and services to support evidence based clinical practice.
- 3.3. Develops appropriate training resources for clients, librarians and technicians.
- 3.4. Participates in departmental and other meetings as required to meet organisational and service objectives.
- 3.5. Assists with supervision and development of students.
- 3.6. Monitors utilisation of library services to establish customer focus and marketing needs.

4. SMHS Governance, Safety and Quality Requirements

- 4.1. Participates in the maintenance of a safe work environment.
- 4.2. Participates in an annual performance development review.
- 4.3. Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualification in library studies and eligibility for full professional membership of the Australian Library and Information Association (ALIA).
2. Considerable experience in the use of electronic databases and resources, information platforms and library management systems commonly encountered in library environments.
3. Advanced knowledge and skill in resource integration and the use of library oriented software applications such as EZproxy, electronic journal catalogues, openURL resolvers, discovery search engines and other vendor products.
4. Demonstrated high level interpersonal, written and verbal communication skills including the ability to liaise educate and communicate effectively with clients and colleagues.
5. Demonstrated advanced problem solving skills including the ability to conceptualise, analyse and implement solutions.
6. Demonstrated ability in the development, implementation and evaluation of new and existing policies/procedures/programs/services.

Desirable Selection Criteria

1. Previous experience working within a health or specialist library.
2. Knowledge of specialised electronic health resources.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current full professional membership of the Australian Library and Information Association must be provided prior to commencement.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Cheryl Hamill	HE00639	29/08/2018
Manager / Supervisor Name	Signature or	HE Number Date
Cheryl Hamill	HE00639	29/08/2018
Dept. / Division Head Name	Signature or	HE Number Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	29/08/2018
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