



HSS Registered

Library Technician

Position Details

Position Number: 00007425
Classification: G3
Agreement: Health Salaried Officers Agreement
Directorate: Midwifery, Nursing and Patient Support Services
Department: Medical Library and Information Service (LIS)
Location: Women and Newborn Health Service

Reporting Relationships

This position reports to:

00007397	Coordinator of Nursing and Midwifery Staff Development	SRN 7
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Positions under direct supervision:

Nil.

Primary Purpose of the Role

Provides technical support for the provision of library and information services to clients of the Women and Newborn Health Service (WNHS) Medical Library, under the direction of the Coordinator of Nursing and Midwifery Staff Development in accordance with library professional standards and WNHS policies and guidelines.

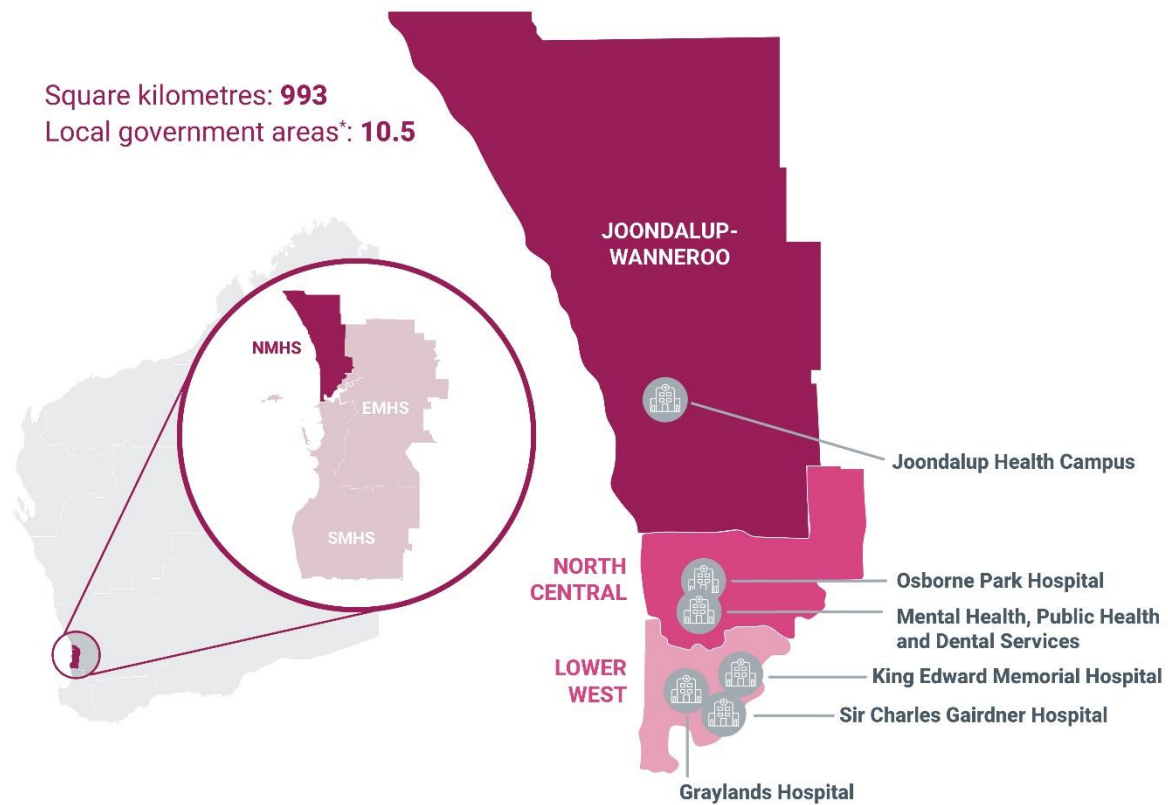


Vision

A trusted partner, delivering excellent health care for our people and our communities.

**Mission**

To promote and improve the health of our people and our communities.

**North Metropolitan Health Service**

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



Our values



Care

We show empathy, kindness and compassion to all.



Respect

We are inclusive of others and treat everyone with courtesy and dignity.



Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



Teamwork

We work together as one team in a spirit of trust and cooperation.



Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



Enabling healthy communities

We build healthy and engaged communities



People-centred care

We will place our consumers' and their carers' best interests and experience at the core of all we do



Integration and connection

We will build strong connections and partnerships



Innovation and adaptive models of care

We will use research and technology to improve outcomes



Trusted, engaged and capable people

We will invest in our people and our culture



Sustainable and reliable

We will reduce harm, waste and unwarranted variation



Key Accountabilities (in order of importance)

1. Reference, Information and Education Services

- 1.1 Welcomes and orients new clients to the library's resources, services, and facilities.
- 1.2 Assists clients seeking reference, information and education services and refers on to librarians as appropriate.
- 1.3 Staffs the front desk in conjunction with librarians.

2. Borrowing and Document Delivery Services

- 2.1 Provides borrowing services to clients, including maintaining patron records and following up overdue items.
- 2.2 Provides document delivery and interlibrary loan services to clients, and sources material from local, interstate and overseas sources by the most cost-effective and efficient means, in line with licence and copyright restrictions.
- 2.3 Maintains records and statistics as required.

3. Electronic and Collection Services

- 3.1 Assists with the maintenance of the print collection in accordance with Library procedures and guidelines.
- 3.2 Accessions print journals, and updates holdings in national databases.
- 3.3 Assists with the acquisition, cataloguing, end processing, and de-selection of library books.
- 3.4 Troubleshoots problems clients have in accessing library resources and where unable to resolve escalates appropriately.

4. Professional and Team Functions

- 4.1 Orders and maintains supplies of stationery, toner, and copy paper.
- 4.2 Opens and distributes mail and shares in the management of the library's email folders.
- 4.3 Consults with senior staff to review policies, procedures, and service improvements, and undertakes other administrative tasks as required.
- 4.4 Engages in continuing professional development/education to maintain current professional skills and knowledge.
- 4.5 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 4.6 Provide support to the Consumer Library as directed.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating, and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6 Undertakes other duties as directed.





Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Eligibility for library technician or associate professional membership of the Australian Library and Information Association.
2. Demonstrated ability to use a variety of information platforms and systems commonly encountered in library environments.
3. Demonstrated ability in applying time management and organisational skills when assisting with planning and providing library services.
4. Demonstrated interpersonal, verbal and written communication skills with an ability to liaise with a variety of stakeholders and clients.
5. Demonstrated ability to work effectively in a team setting.

Desirable Selection Criteria

1. Previous experience working within a health, specialist or academic library.
2. Use of Libraries Australia Document Delivery and GratisNet document delivery and interlibrary loan systems.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- 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.

Manager/Supervisor

Name: Samantha Davies
Signature/HE:03694
Date:03/08/2023

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date:

