



Job Description Form

Librarian

Position Number: 12298	Classification Level: Specified Calling, Level 1
Directorate: Collection Services	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: Team Leader, Specified Calling, Level 2	
Positions Reporting to this Position: Nil	

OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

Community Focused	Provide high quality services based on community need.
Responsive	Make informed, timely decisions and communicate them clearly.
Respectful	Value others and respect their differences.
Accountable	Hold ourselves to account for the work we do.
Innovative	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique Western Australian heritage collections which tell the rich and diverse stories of Western Australia's people and places through multiple perspectives and formats. Collection activities and systems managed by the directorate encompass acquisition, processing, storage, preservation, digitisation, distribution, and access.

The Directorate also manages the acquisition of both physical and digital materials for a general information and reference collection and for over 200 public libraries across the State (including the Indian Ocean Territories).

ABOUT THE ROLE

This role is responsible for providing access to resources held by or accessed from State Library through cataloguing, indexing and describing, along with developing and documenting resource description standards for all formats.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Catalogues, indexes and describes resources to appropriate standards, including archival, non-archival and e-resources.
2. Creates access to library resources through finding aids, e.g., listings, and other access tools.
3. Assists in developing and documenting resource description and access standards for all formats, including copy cataloguing, record selection and acceptance guidelines, access rights and restrictions.
4. Provides training in resource description and access standards, record selection and acceptance guidelines, including brief bibliographic, order and item record standards.
5. Coordinates ordering, receipt, payment, processing and distribution of resources for the State Library, including liaising with library suppliers and monitoring expenditure.
6. Maintains accuracy and consistency of data on the library management system.
7. Works collaboratively with Liaison Librarian ensuring resources are efficiently selected, procured and made accessible.
8. Manages staff.
9. Contributes to a positive team environment.
10. Contributes towards meeting team and State Library objectives and outcomes.
11. Has a proactive approach to developing document and procedures to ensure best practice in team workflows.
12. Provides customer focused service.

13. Participates and leads in the planning and development of workplans.
14. Participates and leads in the planning, coordination and implementation of projects.
15. Performs other duties as required

WORK-RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

Essential:

1. Bachelor of Arts (Librarianship and Corporate Information Management) or approved equivalent.
2. Demonstrated ability to identify client needs and expectations and provide flexible and responsive service.
3. Demonstrated ability to work both independently and as part of a team, with a positive approach to continuous improvement.
4. Demonstrated ability to plan work outcomes and prioritise tasks in order to meet deadlines.
5. Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including the presentation of training programs.
6. Demonstrated ability to work with integrated library management systems, internet and computer applications, eg work processing and spreadsheets.
7. Demonstrated knowledge of bibliographic principles and standards at international, national and local levels, particularly in relation to resource description and access.

Desirable:

1. Eligibility for professional associate membership of Australian Library and Information Association or equivalent (ALIA).

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Right to Work in Australia
2. Successful Criminal Record Screening Clearance
3. Successful 100-point identification check

SPECIAL CONDITIONS

Special conditions of this position:

Nil

CERTIFICATION

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

Position Title: Director Collection Services	Name: Catherine Belcher	Date: 26/09/2025
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REGISTERED

State Library of Western Australia

INITIALS: AB DATE: 26/09/2025