



HEALTH INFORMATION NETWORK

JOB DESCRIPTION FORM

HCN Registered

LIBRARIAN HSU LEVEL P-1 SERVICE DELIVERY

POSITION NUMBER: 00004738	JDF REGISTERED: April 2013
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INDUSTRIAL AGREEMENT: WA Health – HSU – PACTS Industrial Agreement

LOCATION: Perth Metropolitan Area
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REPORTING RELATIONSHIPS

Director Service Delivery 00007508 Class 1

Manager Information Resources 00004757 HSU Level G-9

Librarian in Charge 00004735 HSU Level P-2

THIS POSITION

POSITIONS DIRECTLY SUPERVISED OR CONTROLLED		
<u>TITLE</u>	<u>CLASSIFICATION</u>	<u>FTE</u>
TOTAL FTE: 0		

PRIME FUNCTION / KEY RESPONSIBILITIES:

As part of a small team, the Librarian is responsible for the collection and access management for library clients across various Health Services. Other functions include the provision of information literacy, information services and technical services ensuring a quality customer experience.

ROLE SPECIFIC DUTIES

INFORMATION SERVICES AND COLLECTION MANAGEMENT

- Provides a reference service using databases, the internet and other library resources.
- Provides selective dissemination of information to staff using databases, publisher information and by scanning incoming material.
- Answers requests for information using available resources.
- Liaises with the Librarian in Charge to maintain a comprehensive up to date collection through the use of the relevant library policies.
- Provides orientation and training in the use of library resources and services for library clients.
- Consults with Librarian in Charge to review policies, procedures and work methods.

TECHNICAL SERVICES

- Organises and undertakes the acquisitions of library materials for the library, local divisions and rural health care units.
- Catalogues and classifies all materials received by the library, local divisions and rural health care units.
- Assists in the development of the library's online pages and updates/maintains online content.
- Monitors utilisation of library services to establish customer focus and marketing needs.
- Liaises with the Systems Librarian on the maintenance and development of automated systems and online catalogues.
- Provides interlibrary loans, document delivery services and ensuring compliance with the provision of the *Copyright Act 1968* (Cwlth).

GENERAL CORPORATE RESPONSIBILITIES

1. Act in accordance with WA Health and HIN values, objectives and obligations.
2. Contribute to a productive, organisation wide work environment and accept corporate responsibilities involved in working at HIN.
3. Commit to the principles of teamwork and flexibility to achieve business objectives and contribute effectively as a team member.
4. Maintain professional and personal development in line with corporate objectives.
5. Maintain knowledge and commitment to Disability Services and Equal Opportunity in all aspects of employment and service delivery.
6. Contribute to a safe working environment in accordance with relevant Occupational Safety and Health legislation, policy and procedures.
7. Perform other duties, as required.

SELECTION CRITERIA

ESSENTIAL REQUIREMENTS

1. Tertiary qualifications in library studies and eligibility for full professional membership of the Australian Library and Information Association (ALIA).
2. Proven interpersonal, verbal and written communications skills including the ability to liaise with a variety of stakeholders.
3. Demonstrated ability to work autonomously as well as contribute to a cohesive team environment.
4. Proven problem solving and analytical skills.
5. Competence in the use of electronic databases and resources, information platforms and integrated management systems commonly encountered in library environments.

DESIRABLE REQUIREMENTS

1. Previous experience working within a health or special library.
2. Ability to adapt to changing technologies for service delivery and resource management.
3. Knowledge, interpretation and application of the *Copyright Act 1968* (Cwlth).
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

APPOINTMENT CRITERIA

- Evidence of eligibility for or current full professional membership of the Australian Library and Information Association must be provided prior to commencement.
- Completion of 100 point identification check.
- Successful Criminal Record Screening (CRS) clearance.
- Successful pre-placement health screening clearance.

ALLOWANCE/SPECIAL CONDITIONS

- None

SPECIALISED EQUIPMENT OPERATED

- None