



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 18/03/2015

ORGANISATION: Department of the Premier and Cabinet
DIVISION: State Administration and Corporate Support
BRANCH: Information Services
SECTION:

CLASSIFICATION: SCL1	POSITION NUMBER: DPC04039
TITLE: Librarian	
AGREEMENT/AWARD: Public Service and Government Officers General Agreement	
LOCATION: Perth	

SECTION 2 – REPORTING RELATIONSHIPS

Senior Librarian, Information Services
SCL2

Librarian
SCL1

Other offices reporting to this office	
<u>Title</u> Information Resources Officer	<u>Level</u> Level 3

Officers under direct responsibility	
Nil	

SECTION 3 – KEY RESPONSIBILITIES

Assists with the planning, development and organisation of information services and systems to ensure effective retrieval and dissemination of timely information for clients from the Department of the Premier and Cabinet, Office of the Premier, Public Sector Commission, Department of Treasury, Department of Finance and other agencies as required.

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SECTION 4 – STATEMENT OF DUTIES

Summary of Duties

Details

Information and Knowledge Management

Researches complex information requests using specialised electronic and other information resources.

Assists in providing access to information resources by cataloguing and developing the thesaurus in accordance with international, professional and in-house standards.

Liaises with and builds information networks/relationships both inter and intra state to facilitate the exchange and supply of knowledge in accordance with Departmental/Ministerial requirements.

Technical Services

Assists in the management, development and maintenance of the unit's webpages and electronic resources.

Coordinates the efficient running and availability of the electronic resources by liaising with internal and external technical support providers.

Monitors, evaluates and reports on new technologies, resources and processes.

Unit Operations

Prepares statistical, budget and other management information as required.

Assists with collection development and contributes to the current awareness service to ensure clients information needs are met.

Develops policy for the handling of electronic publications in consultation with the manager and other staff.

Service Delivery & Client Support

Contributes to the development and implementation of innovative services that lead to improvements in client service delivery.

Assists with the development and provision of training programmes for clients.

Advises clients on Copyright issues.

Assists with the preparation and maintenance of system and user documentation e.g. training manuals, pamphlets



SECTION 5 – SELECTION CRITERIA

Essential

QUALIFICATIONS

Bachelor of Arts (Librarianship and Corporate Information Management) or approved equivalent.

Eligibility for professional membership of Australian Library and Information Association.

RELEVANT SKILLS AND ABILITIES

Well developed research, analytical and problem solving skills.

Proven ability to liaise and communicate with clients at all levels, including the delivery of training programs.

Demonstrated ability to work in a small team and to work independently.

RELEVANT KNOWLEDGE AND EXPERIENCE

Experience in the use and support of information management systems.

Demonstrated experience in the use of electronic information resources, computer applications and online products in the provision of information services.

Knowledge and experience of cataloguing and indexing methods using an online system.

Desirable

Experience in a special library environment.

Experience with DB/TextWorks and Webpublisher software.

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SECTION 6 - CERTIFICATION

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

BRANCH/DIVISION HEAD

SIGNATURE:



DATE:

19.3.2015

DIRECTOR GENERAL

for

SIGNATURE:



DATE:

19/03/2015

As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB

As the Employee I have reviewed the statement of duties.

NAME	SIGNATURE	DATE	INITIALLED BY HRSB
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