

# DEPARTMENT OF THE REGISTRAR WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

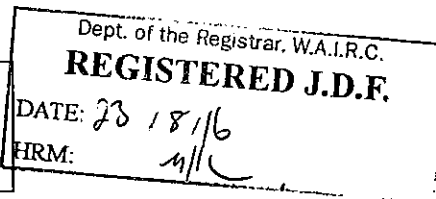
## JOB DESCRIPTION FORM

### SECTION 1 - OFFICE IDENTIFICATION

<b>DIVISION</b> Operations		<b>Effective Date of Document</b> 1 August 2016	
<b>BRANCH</b> Commission Support		<b>CLASSIFICATION</b> Level 5	<b>OFFICE NO.</b> 00083227
<b>SECTION</b>		<b>TITLE</b> Manager, Library Services	
<b>SALARIES AGREEMENT/AWARD</b> Public Service Award 1992, Public Service General Agreement 2014			

### SECTION 2 - REPORTING RELATIONSHIPS

**Title:** Registrar and Chief Executive Officer  
**Classification:** Group 1 Minimum



#### Other offices reporting directly to this office

##### Title & Classification

- Deputy Registrar, Level 8
- Information Technology Manager, L8
- Chief Finance Officer, L7
- Manager Human Resources, Level 6

↑  
Responsible to

THIS OFFICE

#### Offices under direct responsibility

Title:	Classification:	Number of FTEs Supervised & Controlled
Library Technician	Level 3	

### SECTION 3 - KEY RESPONSIBILITIES

State **BRIEFLY** the key responsibilities or prime function of the job.

Manages Library operations and resources to ensure the efficient and effective delivery of library services for the President, Commissioners, Departmental staff, Industrial Relations professionals and members of the public.

## SECTION 4 - STATEMENT OF DUTIES

<b>Effective Date of Document</b> 1 August 2016
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<b>TITLE</b> Manager, Library Services	<b>CLASSIFICATION</b> LEVEL 5	<b>OFFICE NO.</b> 00083227	
<b>BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE</b>			
<b>Duty No.</b>	<b>Details</b>	<b>Freq</b>	<b>%</b>
1.	<p><b>PLANNING AND ADMINISTRATION</b></p> <p>Plans, implements and reviews Library policies, services and information systems.</p> <p>Promotes library services, provides in-house training to staff on using library resources and organises Library induction programmes.</p> <p>Selects, trains and supervises Library staff.</p> <p>Prepares and administers annual Library budget, controls Library expenditure and carries out monthly reconciliations.</p> <p>Evaluates and anticipates information requirements and maintains appropriate statistics.</p> <p>Selects and maintains resources for the collections held in the President's, Commissioners' and Central Libraries.</p> <p>Maintains and develops the Library Intranet</p>	D	60
2.	<p><b>REFERENCE AND INFORMATION SERVICES</b></p> <p>Provides a research and information service to President, Commissioners and Departmental staff, including an SDI service and various alerting services for legislation amendments and current awareness.</p> <p>Provide assistance to public via phone or email for reference enquiries</p>	D	30
3.	<p><b>CATALOGUING AND INDEXING</b></p> <p>Catalogues information resources and maintains the catalogue system</p>	D	10
4.	Other duties as required		

Frequency: D - Daily; W - Weekly; F - Fortnightly; R - Regularly; O - Occasionally; A - Annually

**SECTION 5 - SELECTION CRITERIA**

<b>Effective Date of Document</b> 1 August 2016
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<b>TITLE</b> Manager, Library Services	<b>CLASSIFICATION</b> LEVEL 5	<b>OFFICE NO.</b> 00083227
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**EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE****ESSENTIAL:****Knowledge, Skills and Abilities**

- Experience in, and a thorough knowledge of, all aspects of law library management.
- Demonstrated skills in searching electronic sources of information and managing automated library systems;
- Demonstrated expertise in the provision of client based services.
- Excellent knowledge of state and federal legislation and associated materials.
- Staff management experience including supervision and training.
- Experience in financial management and budgeting practices.
- Excellent oral and written communication skills.
- Good liaison and interpersonal skills.

**DESIRABLE:**

- Knowledge of DB/Text and Web Publisher Pro software.

**Qualifications:**

- Bachelor of Applied Science (Library and Information Studies) or Graduate Diploma in Information and Library Studies or equivalent.
- Eligible for professional membership of the Australian Library and Information Association

Mission of the Department of the Registrar, Western Australian Industrial Relations Commission

To support the Western Australian Industrial Relations Commission to provide employers, employees and unions with a means of resolving industrial relations matters according to industrial relations legislation.

Role of the library

To maintain and operate a comprehensive Industrial and Legislative Resource Centre (Library) for Commission members and staff.

**SECTION 6 - APPOINTMENT FACTORS**

		<b>Effective Date of Document</b> 1 August 2016
<b>TITLE</b> Manager, Library Services	<b>CLASSIFICATION</b> LEVEL 5	<b>OFFICE NO.</b> 00083227
<b>LOCATION AND ACCOMMODATION</b>  State location. If accommodation is available give details such as department/G.E.H.A., Free/Rental etc	<b>LOCATION</b>	111 St George's Terrace, Perth
	<b>ACCOMMODATION</b>	N/A
<b>ALLOWANCES/SPECIAL CONDITIONS</b>  State allowances and conditions applicable.		
<b>SPECIALISED EQUIPMENT OPERATED</b>  Specify type of equipment, make and model, operated.	Personal Computer	

**SECTION 7 - CERTIFICATION**

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

**BRANCH/DIVISION HEAD**

**CHIEF EXECUTIVE OFFICER**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE 

DATE 23/8/2016

- (ii) As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED	DATE