



HSS Registered

Librarian
Health Salaried Officers Agreement; HSO Level P1
Position Number: 115124
SMHS Library & Information Service / Clinical Services
Fiona Stanley Hospital & Royal Perth Hospital / South Metropolitan Health Service

Reporting Relationships

Head of Department, Library & Information Services
 HSO Level P4
 Position Number: 114710



Librarian Coordinator, Reference & Information Services
 HSO Level P3
 Position Number: 115123



This Position



Directly reporting to this position:

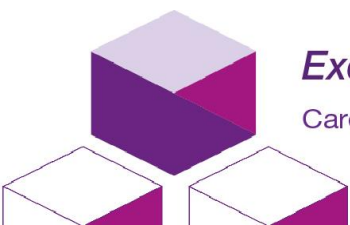
Title	Classification	FTE
• N/A		

← Also reporting to this supervisor:

- Librarian, HSO P1, 4.5 FTE
- Library Technician, HSO G3, 2.4 FTE

Key Responsibilities

Provides library and information services to clients to support their clinical practice, research, education, policy and management responsibilities. Practices as a Librarian as per professional and departmental standards and South Metropolitan Health Service (SMHS) policies and guidelines.



Brief Summary of Duties (in order of importance)

1. Reference, Information and Education Services

- 1.1 Provides evidence based Library and Information services to clients at the direction of the Head of Department/Senior Librarian.
- 1.2 Provides a reference service using databases, the internet and other library resources.
- 1.3 Provides the results of research to clients where requested using bibliographic management software such as EndNote.
- 1.4 Provides selective dissemination of information to staff using databases, publisher information and by scanning incoming material.
- 1.5 Advises clients on requirements for research and publication, the quality evidence based clinical decision support resources available for use, copyright/license agreements.
- 1.6 Provides orientation and training in the use of library resources, services and software such as EndNote for library clients, both in group settings and individually.

2. Electronic and Collection Services

- 2.1 Organises and undertakes the acquisition and de-selection of resources for the library.
- 2.2 Works with, supports and advises Library Technicians.
- 2.3 Liaises with senior Library staff to maintain a comprehensive, up to date collection through the use of the relevant library policies.
- 2.4 Catalogues and classifies materials received by the library into local and national systems.
- 2.5 Assists in the development of the library's online pages and updates/maintains details of available online content in all relevant platforms.
- 2.6 Maintains patron and collection data in the Library Management System.
- 2.7 Troubleshoots problems clients have in accessing library resources and where unable to resolve them, escalates appropriately.
- 2.8 Maintains library equipment and supplies to support operational requirements.

3. Professional and Team Functions

- 3.1 Engages in continuing professional development/education and ensures continuous eligibility for membership of the Australian Library and Information Association (ALIA) as per essential criterion 1.
- 3.2 Consults with senior staff to review policies, procedures and work methods/service improvements and outcomes and undertakes other administrative tasks as required.
- 3.3 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 3.4 Assists with supervision and development of students as directed by senior staff.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Participates in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Tertiary qualifications in library studies and eligibility for full professional membership of the Australian Library and Information Association (ALIA).
2. Competence in the use of electronic databases and resources, information platforms and integrated management systems commonly encountered in library environments.
3. Demonstrated ability in applying time management and organisational skills when planning, providing and monitoring library services.
4. Demonstrated effective interpersonal, written and verbal communication skills including the ability to liaise, educate and communicate effectively with library clients.
5. Demonstrated ability to work effectively in a team setting.

Desirable Selection Criteria

1. Demonstrated knowledge of the health care environment, and/or the role and function of health or specialist libraries.
2. Ability to adapt to changing technologies for service delivery and resource management.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current full professional membership of the Australian Library and Information Association must be provided prior to commencement.
- 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	Signature or	HE Number	Date
Cheryl Hamill		HE00639	02/10/2017
Dept. / Division Head Name	Signature or	HE Number	Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	November 2018
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