



HSS REGISTERED

Head of Department - Library & Information Services
Health Salaried Officers Agreement: P-3
Position Number: 000021
Sir Charles Gairdner & Osborne Park Health Care Group (SCGOPHCG)
(based at Sir Charles Gairdner Hospital)

Reporting Relationships

Executive Director SCGOPHCG
Award Level:
Position Number:



Executive Director Medical Services
Award Level:
Position Number:



This Position



Directly reporting to this position: <ul style="list-style-type: none"> • Librarian Level P-1 0.5 FTE 	Other positions under control <ul style="list-style-type: none"> • Senior Librarian Level P-2 0.5 FTE
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Prime Function / Key Responsibilities

Leads and directs the planning, development, human, financial and operational management of the Library and Information Services for Sir Charles Gairdner Hospital and Osborne Park Hospital (SCGOPHCG). Ensures library services and resources support the clinical, education, research, management, health policy and health system requirements of SCGOPHCG.

Brief Summary of Duties (in order of importance)

1. Leadership, Management, Professional Service Delivery

- 1.1 Strategically plans and directs the Library & Information Services for SCGOPCG, with an emphasis on ensuring value for management and clients.
- 1.2 Manages and develops the physical and technical resources of the library, the library collections and the operations of Library & Information Services.
- 1.3 Manages the financial resources of the library including responsibility for complex library procurement, licencing and contract negotiation to facilitate cost effective and efficient procurement of information resources in line with Health Service requirements.
- 1.4 Formulates and implements policies and procedures to ensure professional standards are met and to support organisational objectives consistent with the North Metropolitan Health Service (NMHS) strategic direction.
- 1.5 Manages, leads and develops the library staff to support individual and team performance.

2. Stakeholder Relationships

- 2.1 Collaborates with stakeholders and library staff on priorities, development and delivery of quality services and resources for all library and information service clients.
- 2.2 Maintains regular liaison with relevant professional bodies and associations in the library and information sector.
- 2.3 Represents and advocates for the library service on relevant hospital and external forums, contributing expert and strategic advice on library and information management matters.
- 2.4 Collaborates on information policy and standards.

3. Professional and Team Functions

- 3.1 Engages in continuing professional development and ensures continuous eligibility for membership of the Australian Library and Information Association (ALIA) as per essential criterion 1.
- 3.2 Ensures the ongoing development, mentoring and training of library staff within the team.
- 3.3 Leads and participates in departmental and other meetings as required to meet organisational objectives.
- 3.4 Encourages team learning, motivation and commitment towards common goals, excellence in service provision and continual improvement.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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, North 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 qualification in library studies and eligibility for full professional membership of the Australian Library and Information Association (ALIA).
2. Demonstrated extensive experience in the provision of library and information resources within a health, special or academic library.
3. Excellent negotiation, communication, consultation and interpersonal skills.
4. Demonstrated ability to develop strategic planning, service review and implement quality improvements.
5. Demonstrated ability to effectively influence and motivate staff in a service environment.
6. Demonstrated ability to apply knowledge of current trends, developments and standards in all aspects of library and information services.
7. Highly developed analytical and problem solving skills.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Extensive knowledge of the health care environment, and/or the role and function of health or hospital libraries.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current full professional membership of the Australian Library & Information Association must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- 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: Dr. Don Coid
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name: Geraldine Stevens
Signature:
Date: 13/02/2019

Last Updated on: March 2019

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