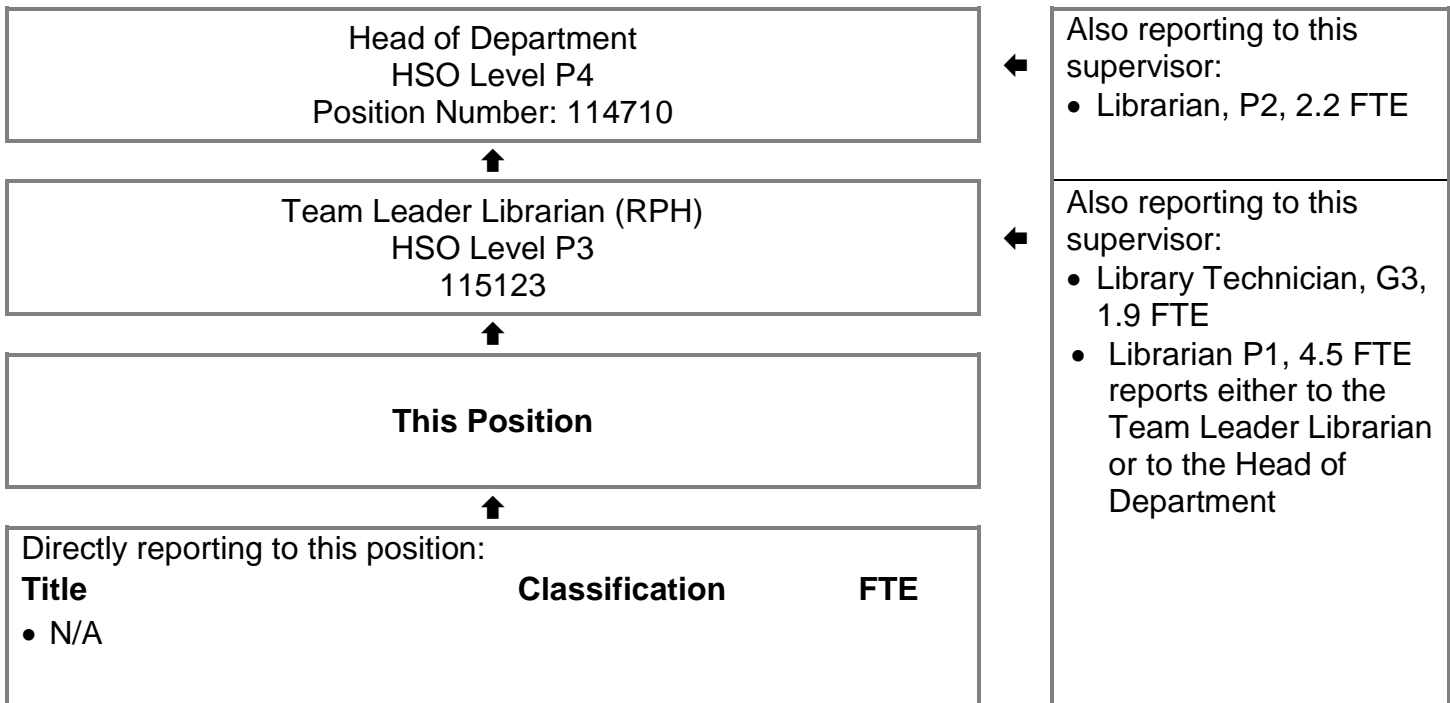




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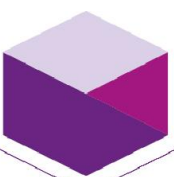
Library Technician
Health Salaried Officers Agreement; HSO Level G3
Position Number: 115127
Library & Information Service / Finance & Corporate Services / Chief Executive
Fiona Stanley Hospital & Royal Perth Hospital / South Metropolitan Health Service

Reporting Relationships



Key Responsibilities

Responsible for Library Technician support to the provision of library and information services as per profession and departmental standards and SMHS policies and guidelines.



Brief Summary of Duties (in order of importance)

1. Reference, Information and Education Services

- 1.1 Provides inter-library loan and document delivery services to clients and to collaborative network library partners in line with licence and copyright restrictions.
- 1.2 Collects and reports activity statistics.
- 1.3 Assists clients to make best use of the Library's services, resources and facilities.
- 1.4 Assists clients seeking reference, information and education services and refers on to librarians as appropriate.
- 1.5 Staffs the front desk according to rostered shifts.

2. Electronic and Collection Services

- 2.1 Maintains borrower and circulation records.
- 2.2 Welcomes and orients new clients to available services, resources and facilities.
- 2.3 Lends Library materials to clients and to other libraries.
- 2.4 Scans and emails from the Library print collection on receipt of copyright compliant requests.
- 2.5 Follows up on overdue items.
- 2.6 Keeps the print resources in good order and reports on discrepancies between catalogue records and actual holdings.
- 2.7 Assists clients with online resources / hardware / software / connection issues and refers on to Senior Librarians as appropriate.
- 2.8 Assists with the acquisition and de-selection of resources for the Library.

3. Professional and Team Functions

- 3.1 Orders and maintains supplies of stationery, toner, copy paper.
- 3.2 Opens and distributes mail and shares in the management of the Library's general email box.
- 3.3 Engages in continuing professional development/education and ensures continuous eligibility for technician membership of the Australian Library and Information Association (ALIA) as per essential criterion 1.
- 3.4 Consults with senior staff to review policies, procedures and work methods / service improvements and outcomes and undertakes other administrative tasks as required.
- 3.5 Participates in departmental and other meetings as required to meet organisational and service objectives.

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 Supports the delivery of safe patient care and the consumers' experience including participation 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. Eligibility for library technician membership of the Australian Library and Information Association (ALIA).
2. Demonstrated ability to communicate effectively with colleagues and with a diverse range of clients.
3. Demonstrated ability to be flexible, to prioritise work and to work effectively both independently and as part of a team.
4. Good written and verbal communication skills.
5. Knowledge of document delivery systems and principles.

Desirable Selection Criteria

1. Previous experience in a medical, academic or special library environment and / or evidence of adaptability to new work challenges.
2. 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 library technician membership of the Australian Library and Information Association (ALIA) 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.

Cheryl Hamill		HE00639	01/04/2019
Manager / Supervisor Name	Signature or	HE Number	Date
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 1 April 2019
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