

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced	
Group:	Schools	Effective Date of Document 23 August 2017
Region:	Education Regions	
School:	Schools	

THIS POSITION			
Title:	Library Officer		
Classification:	Level 2		
Position No:	Generic		
Positions under direct responsibility:			
Title: Library Officer	Classification: Level 1	Position No:	Number of FTE's Controlled:

REPORTING RELATIONSHIPS			
TITLE:	Principal		
LEVEL:	Various		
POSITION NUMBER:	Various		
TITLE:	Manager Corporate Services		
LEVEL:	Various		
POSITION NUMBER:	Various		
This position and the positions of:			
Title Various	Level	Position Number	

TITLE Library Officer	CLASSIFICATION Level 2	POSITION NO Generic	EFFECTIVE DATE 23 August 2017
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CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teachers Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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ROLE

The Library Officer:

- supervises the day-to-day operations of the library and provision of reference, information and associated services to teaching staff and students
- administers library systems which ensure library records are up-to-date and library resources are maintained and processed so they are accessible and available to students, staff and parents at all times
- conducts library skills training and demonstrates the use of library equipment
- prepares procedure manuals for library equipment, as required
- assists students, parents and staff to select program and age appropriate materials
- prepares and monitors the library budget and makes recommendations for new library resources
- coordinates the rosters for library visits
- provides technical advice on the library Information Technology system
- supervises the duties of subordinate library staff and/or volunteers

supervises small groups of students outside lesson times or in class learning activities relating to the library

- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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OUTCOMES

1. Information in the library catalogue system, Library Resources Register and other library systems is accurate and up-to-date; all non Schools Catalogue Information System (SCIS)/Curriculum Materials Information System (CMIS) resources are accurately catalogued or archived, including the addition and refining of descriptor notes.
2. Accurate technical advice is provided on the library Information Technology system (which may include a library website), and the system operates effectively and is regularly maintained.
3. Library displays are designed and created that are appropriate to school programs.
4. Library resources including library Information Technology systems are accessible and up-to-date; regular stock takes are performed, outdated materials are archived or removed from the library collection, recommendations are made for the purchase of new resources.
5. Rosters for library visits are effectively coordinated.
6. Students and teachers are provided with sufficient training, assistance and advice in the library systems and equipment; including computers, audiovisual equipment and the Internet.
7. Teachers, students and parents are assisted with locating library resources for specific programs and age groups.
8. Small groups of students are supervised outside lesson times or in class learning activities relating to the library.
9. The library budget is administered effectively and in accordance with Departmental procedures.
10. The duties of Library staff and volunteers are supervised effectively to achieve the above outcomes.
11. Accrued leave of staff is managed effectively.
12. Performance management and development is delivered effectively.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated good interpersonal skills and ability to work unsupervised and in a team environment.
3. Demonstrated ability to use computers and a range of application software packages, particularly databases, spread sheets and word processing.
4. Demonstrated experience in providing administrative support with the ability to organise and prioritise tasks effectively.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

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

ENDORSED

DATE 23 August 2017
TRIM REF # D17/0356439