

Job Description Form



The State Library connects Western Australians with information and ideas.

Our Organisation Values:

- We value Western Australia's unique and diverse stories
- We believe knowledge has the power to transform lives and information should be freely available to everyone
- We keep the community at the heart of our decisions about collections, programs and services
- We collaborate to benefit the community
- We recognise that Western Australia is a large state with diverse needs

POSITION DETAILS

Position Title Librarian	Position Number: 12423	Classification Level: Specified Calling, Level 1
Directorate: Collection Services Liaison, Acquisition and Description	Award/Agreement: PSA 1992/PSGO CSA GA	Location: Perth Cultural Centre
Reports To: 12276 Team Leader, Specified Calling Level 2		
Direct Reports: Nil		

ROLE OF DIRECTORATE

The Collection Services Directorate is responsible for the Library's physical and digital collections and associated data through collection activities and systems encompassing acquisition, process, storage, preservation, digitisation, distribution and access.

PURPOSE OF THIS POSITION

To ensure the organisation, description, access and discoverability of resources held by or accessed from the State Library.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Technical Services

- a. Catalogues, indexes and describes resources to appropriate standards, including published, archival, and digital resources.
- b. Creates discoverability and access to library resources through finding aids and other access tools.
- c. Contributes to providing access to e-resources.
- d. Maintains accuracy and consistency of data on the library management system.

2. Section Operations

- a. Develops and documents procedures to ensure best practice in team workflows.
- b. Assists in developing and documenting resource description and access standards for all formats, including copy cataloguing, record selection and acceptance guidelines, access rights and restrictions.
- c. Contributes to a positive team environment.
- d. Contributes towards meeting team and State Library objectives and outcomes.
- e. Provides training and guidance in resource description and access standards, record selection and acceptance guidelines, including brief bibliographic, order and item record standards.
- f. Participates and leads in the planning and development of work plans.
- g. Participates and leads in the planning, coordination and implementation of projects.

3. Service Delivery and Client Support

- a. Provides customer focused service.

4. Performs other duties as required.

Corporate Responsibilities

- a. Demonstrates the Library's values.
- b. Adheres to the WA Public Sector Code of Ethics and Department's Code of Conduct.
- c. Acts safely and in accordance with the Department's Occupational Health and Safety Policy and Procedures.

WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of the position:

Essential:

1. Qualifications:

- a. Bachelor of Arts (Library and Information Studies) or approved equivalent.

2. Skills and Abilities:

- a. Demonstrated ability to identify client needs and expectations and provide flexible and responsive service.
- b. Demonstrated ability to work both independently and as part of a team, with a positive approach to continuous improvement.
- c. Demonstrated ability to work within specific timeframes with accuracy and attention to detail.
- d. Demonstrated ability to plan work outcomes and prioritise tasks, in order to meet deadlines.
- e. Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including the presentation of training programs.
- f. Demonstrated ability to solve problems through creative and workable solutions and options.
- g. Demonstrated ability with integrated library management systems, internet and computer applications.

3. Knowledge and Experience:

- a. Demonstrated knowledge of bibliographic principles and standards at international, national and local levels, particularly in relation to resource description and access.
- b. Experience in the use of bibliographic utilities, metadata schemas and resource description in a variety of formats, including knowledge of archival description.

Desirable:

- a. Eligible for Associate membership of Australian Library and Information Association.
- b. Experience in the acquisition of library resources.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Completion of 100 point identification check.
2. Evidence of the right to work in Australia if relevant.
3. Successful pre-employment Integrity Check.
4. Successful Criminal Record Screening Clearance (no older than 6 months).
5. Evidence of essential qualification/s, professional membership/s, licences verified prior to appointment. (All overseas qualifications must have been assessed for Australian equivalence).

SPECIAL CONDITIONS

1. May be required to work rostered hours for a 7 day a week operation, including evenings and weekends.

CERTIFICATION

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

..... Date (DD/MM/YYYY)

Manager Signature

..... Date (DD/MM/YYYY)

Employee Signature

Effective Date:

16/07/2019

(JDF registered date)