



WESTERN  
AUSTRALIAN  
MUSEUM

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

**WESTERN AUSTRALIAN MUSEUM  
JOB DESCRIPTION FORM**

**MISSION**

To inspire and challenge people to explore and share their identity, culture, environment and sense of place, and to contribute to the diversity and creativity of our world.

**VISION**

To be an excellent and vibrant Museum, valued and used by all Western Australians and admired and visited by the world.

**VALUES**

Accountable  
Inspirational, Inclusive and Accessible  
Enterprising and Excellent  
Sustainable

**ABOUT THE MUSEUM**

The Western Australian Museum is home to the State’s scientific and cultural collection, which it makes accessible to the community through research, exhibitions and public programs. It provides opportunities for all West Australians to express their sense of being, celebrate their cultural heritage and identity, and embrace their shared existence. It is a place where people can share stories and experiences. It adheres to principles of mutual understanding and natural justice. The Museum’s exploration, research and interpretive work in the sciences and humanities is world leading.

The Museum currently runs seven public sites: WA Maritime Museum, WA Shipwrecks Museum, Museum of Geraldton, Museum of the Goldfields, Museum of the Great Southern and Gwoonwardu Mia in Carnarvon. The Perth site is temporarily closed while we build the New Museum for WA.

The Museum is a Statutory Authority within the Department of Local Government, Sport and Cultural Industries (DLGSC). The Department facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

**DETAILS**

**Position Title**

Librarian

**Position Number**

11272

**Classification Level**

Specified Callings Level 1

**Award/Agreement**

PSCSAA 2019

**Directorate**

Collections and Research

**Branch/Team**

Library

**Physical Location**

Welshpool

**Effective Date**

08/06/2020

**Employment Type**

Permanent Full Time



## REPORTING RELATIONSHIPS

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### Position reports to

Executive Director, Collections and Research

### Positions reporting to this position

Library Information Officer L2

## PURPOSE OF THE POSITION

Provides library services to museum staff and manages the collections of the museum library

## STATEMENT OF DUTIES

1. Manages library and special collections across all sites
2. Catalogues, classifies and indexes the collections
3. Plans, develops and implements relevant policies and services
4. Manages the departmental resources effectively and provides strategic budget advice to line manager
5. Manages exchanges and loans of materials between libraries
6. Manages and maintains access to relevant electronic resources, library website and databases

Other duties as required with respect to the skills, knowledge and abilities of the employee

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

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- Comply with the DLGSC Code of Conduct;
- Comply with applicable DLGSC policies and procedures, WA Museum policies and procedures, and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

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### Essential

1. A degree or higher level qualification in librarianship.
2. Demonstrated ability to identify client needs and expectations and provide training within a flexible and responsive service.
3. Demonstrated capacity to work independently and as part of a team with a positive approach to continuous improvement.
4. Demonstrated analytical and organisational skills at high level.
5. Demonstrated experience in library resource management including cataloguing, abstracting and indexing.
6. Highly developed interpersonal skills, including verbal and written communication, problem solving, liaison and negotiation.

### Desirable

1. Demonstrated experience in Special Library management
2. Knowledge of FIRSTS Library Management System

## KEY RELATIONSHIPS/INTERACTIONS

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1. Works with staff to find relevant information and provide timely access to resources
2. Manages work flow and supervises the Library Information Officer
3. Provides strategic advice on the development of library systems
4. Interacts with other agencies and workers in external organisations
5. Supervises Library students on Practicum

## KEY CHALLENGES

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1. Maintaining service levels with rapidly escalating costs of books and periodicals
2. Providing a complete service covering a wide variety of disciplines and staff

## SPECIAL CONDITIONS

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1. Standard Public Service allowances and conditions for field work
2. Availability to travel to regional operational centres of the museum

### **Appointment is subject to:**

1. Eligibility to Work in Australia.

### **Training:**

1. Complete induction within three months of commencement.
  2. Complete any training specific to the role required by Departmental or WA Museum policy.
  3. Complete the Department's Accountability and Ethical Decision Making training within six months of appointment.
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