

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

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

|   |                 |
|---|-----------------|
| <b>THIS POSITION</b>                              |                 |
| <b>Title:</b>                                     | Library Officer |
| <b>Classification:</b>                            | Level 1         |
| <b>Position No:</b>                               | Generic         |
| <b>Positions under direct responsibility:</b> Nil |                 |

|  |                                      |
|--|--------------------------------------|
| <b>REPORTING RELATIONSHIPS</b>                     |                                      |
| <b>TITLE:</b>                                      | Principal                            |
| <b>LEVEL:</b>                                      | Various                              |
| <b>POSITION NUMBER:</b>                            | Various                              |
| <b>TITLE:</b>                                      | Manager Corporate Services/Librarian |
| <b>LEVEL:</b>                                      | Various                              |
| <b>POSITION NUMBER:</b>                            | Various                              |
| <b>This position and the positions of:</b> Various |                                      |

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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:

- provides general clerical and library support, including preparing correspondence and booking equipment and facilities
- maintains the resources and environment of the school library to support the learning outcomes of students
- operates 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
- deals with enquiries and guides students, staff and parents in locating library resources and information
- collects and receipts money in accordance with Departmental procedures, as required
- directs and coordinates the activities of library volunteers.

## **OUTCOMES**

1. Information in the library catalogue system and other library systems is accurate and up-to-date; all new resources, deleted and archived items are recorded and resources are correctly bar coded.
2. Loans and returns of library resources are processed in a timely and effective manner; including follow-up on unreturned or damaged resources; to ensure access and availability at all times.
3. The library environment is safely maintained and at an acceptable level of tidiness; including the maintenance of equipment and displays, repairing damaged books and covering new books.
4. Monies paid to the library are receipted and accounted for in accordance with Departmental procedures.
5. Library volunteer activities are directed and coordinated.
6. General clerical tasks are completed effectively and in a timely manner, including bookings of equipment and facilities, preparation of routine correspondence, assistance with stocktaking, and monitoring and ordering of consumables.
7. Effective working relationships are developed and maintained with students, parents and staff on library matters.

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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, spreadsheets and word processing.
4. Demonstrated ability to provide administrative support and 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 # D17/0356413**