



Librarian

Bob Hawke College

Position number	00041916
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Specified Calling Level 1
Reports to	Manager Corporate Services (Level 6)
Direct reports	Library Officer (Level 2) Library Technician (Level 2)

Context

Information about Bob Hawke College is available on [Schools Online](#)

For further information about the Department of Education please visit education.wa.edu.au

Key responsibilities

- Provide a library information service for the college and all client groups.
- Supervise library operations and the provision of reference information and associated services to all client groups.
- Undertake information services, including:
 - researching complex enquiries
 - compiling bibliographies and carrying out literature searches, as required
 - indexing and abstracting library materials.
- Develop and conduct user education and orientation programs relating to the location and usage of library resources.
- Provide online support services, including booking systems, electronic library and digital media resources.
- Manage the integrity of the electronic system that ensures library records are current and library resources are maintained and processed so they are accessible and available to students and staff.
- Manage and monitor the library budget and prepare submissions for new library resources.
- Support the durability and accessioning of teaching and staff resources such as text books.
- Conduct library stock takes, as required.
- Develop, implement and monitor library policies and procedures to ensure compliance with legislative requirements.
- Supervise and allocate duties to library support staff.

- Coordinate and deliver professional learning activities and supervise on-the-job training.
- Develop and maintain electronic databases.
- Develop and maintain a collection of appropriate library materials, including electronic and digital resources.
- Identify, select and evaluate resources to support the inclusion of learning differences.
- Supervise small groups of students outside lesson times or in class learning activities.
- Manage the planning and implementation of publicity and promotional activities.

Selection criteria

1. Demonstrated understanding of the use of curriculum resources in the teaching and learning process and ability to identify, select and evaluate resources to support different learning difference.
2. Demonstrated experience in developing student literacy and other student-centred educational programs in an educational or community library environment.
3. Demonstrated leadership, and management skills and the ability to contribute to the professional development of others.
4. Demonstrated highly developed communication and interpersonal skills with the ability to liaise with a variety of stakeholders, and provide a customer-focused service.
5. Demonstrated highly developed skills in library management systems and other computer applications.
6. Demonstrated highly developed organisational skills with the ability to prioritise tasks to meet deadlines.

Eligibility and training requirements

Employees will be required to:

- possess a relevant tertiary qualification and be eligible for Associate membership of the Australian Library and Information Association
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

ENDORSED

Date 1 November 2021
Reference D21/0624698