

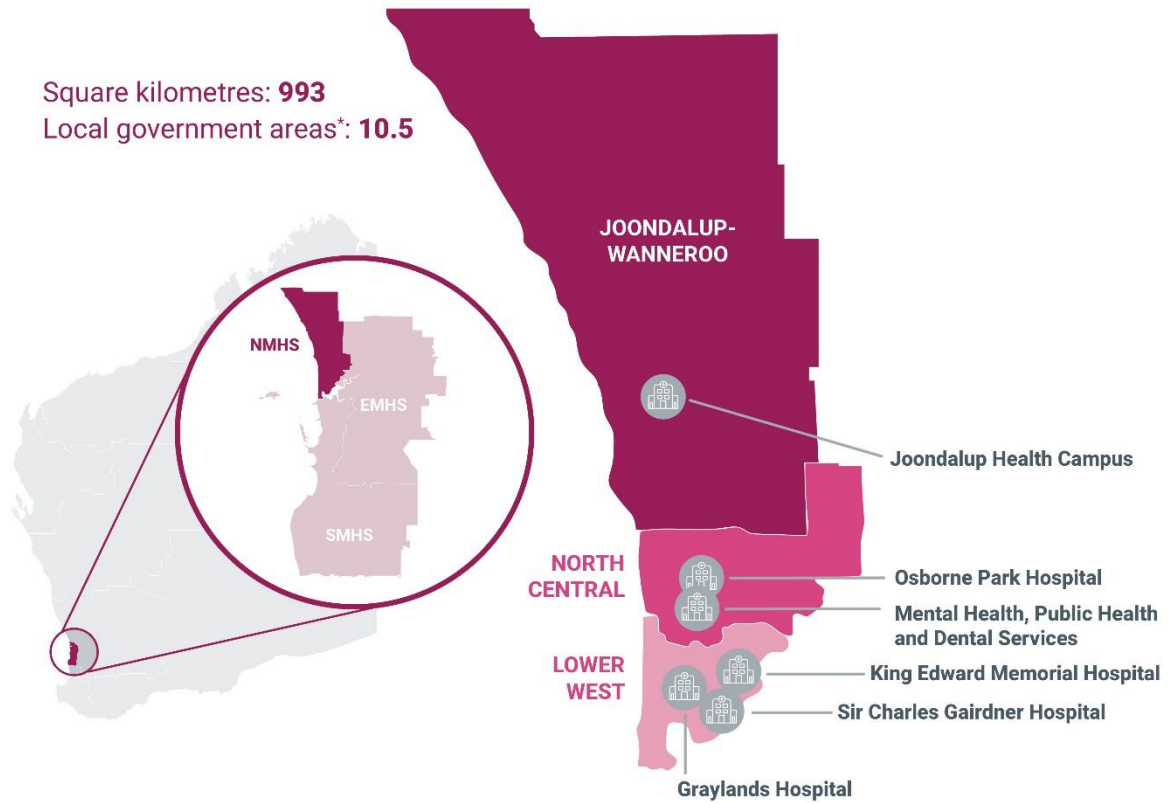
Vision

A trusted partner, delivering excellent health care for our people and our communities.



Mission

To promote and improve the health of our people and our communities.



North Metropolitan Health Service

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia’s total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public–private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



Our values



Care

We show empathy, kindness and compassion to all.



Respect

We are inclusive of others and treat everyone with courtesy and dignity.



Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



Teamwork

We work together as one team in a spirit of trust and cooperation.



Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



Enabling healthy communities

We build healthy and engaged communities



People-centred care

We will place our consumers' and their carers' best interests and experience at the core of all we do



Integration and connection

We will build strong connections and partnerships



Innovation and adaptive models of care

We will use research and technology to improve outcomes



Trusted, engaged and capable people

We will invest in our people and our culture



Sustainable and reliable

We will reduce harm, waste and unwarranted variation



Key Accountabilities

1. Research and Information Services

- 1.1 Provides advanced practice level evidence-based Library and Information services to clients at the direction of the Head of Department.
- 1.2 Provides specialist advice to librarians on complex reference services.
- 1.3 Reviews, develops and implements service improvements in consultation with the Head of Department.
- 1.4 Reviews and updates policies, procedures and work methods as required.

2. Electronic and Collection Services

- 2.1 Develops the Library's web presence in line with best practice portal designs that facilitate accessibility, ease of use and optimal retrieval.
- 2.2 Liaises with Australian and international suppliers on eResources authentication and licensing issues, technical support and problem resolution.
- 2.3 Evaluates, recommends and implements appropriate software applications e.g. EZproxy, electronic journal catalogues and other vendor products.
- 2.4 Reports on the use of electronic resources, using standards-based statistical collection.
- 2.5 Provides an advanced consultancy and advisory service in electronic resources management.
- 2.6 Monitors trends in the delivery of electronic health resources and supporting technology and recommends the suitability of new resources and services to meet client needs.

3. Professional / Educational and Team Functions

- 3.1 Engages in continuing professional development/education and ensures continuous eligibility for membership of the Australian Library and Information Association as per essential criterion 1.
- 3.2 Provides education and training for clients and librarians in the discovery and application of Library resources and services to support evidence based clinical practice.
- 3.3 Develops appropriate training resources for clients and librarians.
- 3.4 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 3.5 Assists with supervision and training of library staff.
- 3.6 Monitors utilization of library services to establish customer focus and marketing needs.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.





Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Tertiary qualification in library studies and eligibility for full professional membership of the Australian Library and Information Association.
2. Considerable experience in the use of electronic databases and resources, information platforms and library management systems commonly encountered in library environments.
3. Advanced knowledge and skill in resource integration and the use of library-oriented software applications such as EzProxy, electronic journal catalogues, openURL resolvers, federated search engines and other vendor products.
4. Demonstrated high level interpersonal, written and verbal communication skills including the ability to liaise, educate and communicate effectively with clients and colleagues.
5. Demonstrated advanced problem-solving skills including the ability to conceptualise, analyse and implement solutions.
6. Demonstrated ability in the development, implementation and evaluation of new and existing policies/procedures/programs/services.
7. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

8. Previous experience working within a health or specialist or academic library.
9. Knowledge of specialised electronic health resources.

Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for or current full professional membership of the Australian Library & Information Association must be provided prior to commencement.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager/Supervisor

Name: Tazien Pirmorady-Esfahani
Signature: HE164525
Date: 14/03/2022

Dept./Division Head

Name: Tazien Pirmorady-Esfahani
Signature: HE164525
Date: 14/03/2022

Position Occupant

Name:
Signature:
Date:

