

Librarian

Early Intervention Services (12600201)

SCL2, Full Time - 37.5 hours per week

Perth

Job Description

This position is responsible for the delivery of law library services and legal information to the staff of Legal Aid Western Australia.

About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns, and offers a range of services aimed at target groups or individuals with particular legal problems. Through our regional offices and main office in Perth, and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

Our Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community.

Mission

To assist the community by providing quality and timely legal help to those who need our assistance.

Values

Making a difference: We're committed to helping people understand and protect their rights

Client-centered: We put clients at the centre of everything we do

Respect: We care about our clients and the community in which we live

Innovation: We're committed to continuous improvement

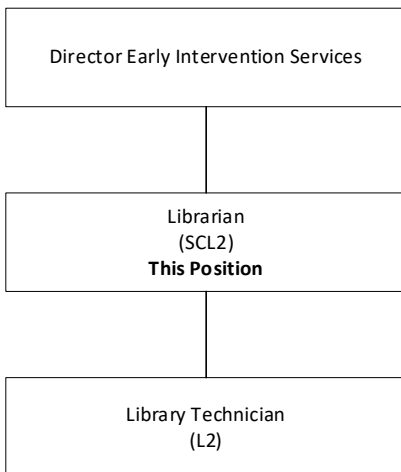
Transparency: We are an open and accountable organisation

Early Intervention Services

The Early Intervention Services Division has a focus on resolving legal problems at an early stage, as well as preventing them from arising. This is achieved through providing timely access to legal information, advice and referrals to internal and external legal and social support services, and community legal education. The Division is responsible for client intake, triage and discrete assistance including Infoline, InfoChat, Legal Aid WA reception, the family law advice virtual office services. The Division is also responsible for the development and delivery of community legal education activities, programs and resources, such as Legal Aid WA's website and publications, and professional legal training.

Reporting Relationships

Early Intervention Services Division



Scope of Duties

Library Management

- Manages the operations of the Head Office library, including management and supervision of library staff, assisting library users, purchasing of all library materials and services and developing the library collection.
- Provides research and information services to staff, including the provision of alert services for legislation amendments and current awareness.
- Contributes to the development of Library policies, standards and procedures, and monitors compliance where relevant.
- Recommends and integrates, together with other knowledge management areas of Legal Aid, the application of new technologies to library services.
- Promotes library services; provides in-house training to staff on using library resources, organises and delivers Library induction programs.
- Responsible for library collection management, cataloguing and the provision of user access to digital resources.
- Develops and maintains professional relationships with key business stakeholders, liaises with business areas to ensure that library services are contemporary and designed to meet defined business needs.
- Liaises with other librarians and participates in law library professional activities and associations; attends meetings and workshops
- Reviews professional literature related to library and legal fields to maintain proficiency in contemporary library theory and practice.
- Prepares and administers the annual Library budget, manages Library expenditure.
- Measures and reports on the usage, satisfaction and value of library services.

Branch

- Participates as a member of the Early Intervention Services team
- Participates in Division planning activities to identify opportunities for the use of Library services to meet corporate objectives
- Consults and collaborates with other legal practice teams
- Participates in projects as a member of the project team as and when required.

Other

- Reports all health and safety hazards, near misses and injuries.
- Actively participates in managing risk and resolving health and safety issues, and promoting a safe place of work.
- Other duties as required.

Selection Criteria

Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- **Experience and comprehensive knowledge of all aspects of current law library management, including electronic and physical resources.**
- Ability to develop and deliver training and induction for staff regarding the use of library systems and resources.
- **Excellent research skills including the ability to search electronic sources of information and manage automated library systems.**
- Ability to lead in general policy formulation and develop and implement innovative solutions for continuous improvement.
- Proven ability to supervise staff, manage and maintain a budget and produce reports.
- Excellent interpersonal and communication skills including the ability to build and maintain positive relationships with a diverse range of internal and external stakeholders and negotiate desired outcomes.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the Core Competencies Matrix in Application Guidelines.

- Committed to the principles of social justice.
- **Values people, partnership and teamwork. (High Priority)**
- Willingness to learn and share knowledge with others.
- **Outcome and service focused. (High Priority)**

ESSENTIAL QUALIFICATIONS AND LICENSES

- Bachelor of Applied Science (Library and Information Studies) or equivalent.
- Eligible for professional membership of the Australian Library and Information Association.

OTHER

Appointment subject to satisfactory National Police Clearance and 100 Point ID check.

Remuneration Information

Terms, Conditions and Benefits

- Salary Range: Government Officers Salaries Allowances and Conditions Award 1989 – Public Sector CSA Agreement 2021.

Specified Calling Level 2 - \$96,548 - \$106,179 gross per annum

- 10% employer superannuation contributions paid to GESB or the superannuation scheme of your choice.
- Annual Leave Loading up to a maximum of \$1815.47 gross per annum.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA are able to salary package a percentage of base salary as a combination of “cash” and benefit items. Non-cash benefit items include: superannuation, lease of motor vehicle for private use, home mortgage payments, home rental payments, school fees, health and life insurance, living expenses and meal entertainment.
- Flexible work arrangements.
- Family friendly work environment, including a dedicated Family Room located at the Perth Office.
- Modern office space. End of trip facilities are available in most locations.
- 37.5 hour full time working week.
- Leave entitlements include four weeks annual leave, personal leave, long service leave after 7 years. Options to purchase leave may be available.
- Fully subsidised annual CPD training and relevant professional memberships. In addition, learning and professional development and study leave opportunities are available.
- Social Club, which operates from the Perth Office.
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