

Library Technician

Level 2 – 37.5 hours per week – Early Intervention Services

Division – (12600202)

Perth Office

Job Description

Assist in the provision of 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.

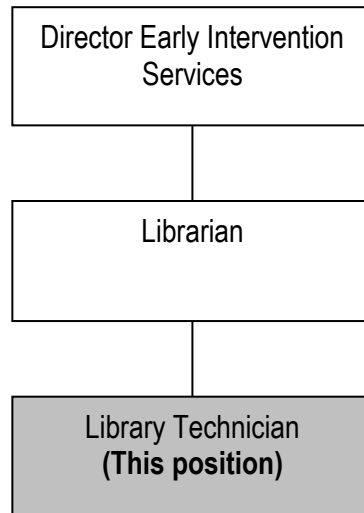
Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

Our Values

- Customer focus • Communication • Value and respect for staff • Accountability • Quality
- A vibrant and supportive culture • Value for money • Innovation and change • Integrity
- Social responsibility and social values

Reporting Relationships

Business Services Division



Scope of Duties

Under the direction of the librarian, these duties will include:

- Coordinate and maintain the legislation service by updating all legislation sets and maintaining in-house legislative databases.
- Assist with a variety of library services including:
 - Circulation, loans and inter-library loans
 - Reference duties utilising both print and electronic resources
 - User education particularly in the use of electronic resources
 - Provision of current awareness services.
- Responsibility for maintaining the library collection and the library databases.
- Assume responsibility for the library in the librarian's absence.
- Perform other library-based services as required and commensurate with the level of the position.
- 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 in working with, or knowledge of, legal materials particularly legislation and judgments.**
- Ability to perform a range of library-based tasks including circulation, inter-library loans, cataloguing and general maintenance duties.
- Demonstrated ability in the use of automated library management systems.
- **Experience in reference work including familiarity with the use of electronic resources.**

ESSENTIAL REQUIRED CORE COMPETENCIES

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

QUALIFICATIONS

- Australian Library and Information Association-recognised library technician qualification. (High Priority)

Remuneration Information

Terms, Conditions and Benefits

- Government Officers Salaries Allowances and Conditions Award 1989 – Public Sector CSA Agreement 2021. Salary range: \$64,172 – \$69,256 gross per annum.
- Benefits: 10% superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual leave loading up to a maximum of \$1815.47 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 benefits 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, recently refurbished office space.
- 37.5 hour working week; four weeks Annual Leave per year; fifteen days Personal Leave per year (Sick & Carer's); up to three Public Service Holidays per year; options for purchased leave arrangements.
- Learning and professional development and study leave opportunities are available.
- Social Club, which operates from the Perth Office.