



## Librarian - Specified Calling L2 (00017645)

|                              |   |                    |   |
|------------------------------|---|--------------------|---|
| <b>Group:</b>                | Industry Regulation and Consumer Protection | <b>Location:</b>   | Perth   |
| <b>Division/Directorate:</b> | Legal Services                              | <b>Supervises:</b> | 0   |
| <b>Branch:</b>               | Legal Services Branch A                     | <b>Reports to:</b> | Coordinator Legal Services and Business Support |
| <b>Section:</b>              | NA  |                    |   |

### Operational Context

Within the Industry Regulation and Consumer Protection Group, the Legal Services Directorate is responsible for providing legal advice to the Department that is accurate, timely and solution focussed. The Legal Services Directorate is also responsible for the conduct of litigation, including prosecution of offences and disciplinary proceedings under legislation administered by the Department.

### Role Overview

This position ensures high quality, relevant and timely information services are provided to client groups consistent with the Department's strategic directions and objectives. The position ensures delivery of core information services and plays a key role in promoting available information services.

### Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Ensures the provision of high quality, relevant and timely information to clients.
- Plans, develops, coordinates and continuously improves services, including resources, policies, systems, technologies and processes to support the provision of information to clients.
- Ensures the budget allocation is spent appropriately in support of development of information services.
- Promotes information services to clients.
- Nurtures networking relationships appropriate to the delivery of good quality, relevant and timely information service.
- Pursues skills, training and knowledge to enrich their professional development to support the enhancement of vital information services.

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.

### Role specific requirements

(The following outlines what experience and qualifications are required to fulfil this role)

- Bachelor of Applied Science (Library and Information Studies) or Graduate Diploma in Library Studies.
- Well-developed organisational skills to manage a number of competing work priorities and meet deadlines.
- Demonstrated commitment to the achievement of a customer focussed environment to ensure that the needs of clients are met.
- Well-developed interpersonal skills, including skills in communication, negotiation and consultation.
- Experience in the management of a special or government library.

## **Capabilities Required**

(The following outlines the behaviours required to be demonstrated to perform this role)

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
  - Consults and shares information with team and seeks input from others, ensures others are kept informed.
  - Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
  - Understands strategic objectives, trends and factors that may influence work plans and goals.
  - Demonstrates good judgement, research and analytical skills.
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## **This position reports to:**

Coordinator Legal Services and Business Support

Position No: MIS21110      Classification: L6

## **Positions reporting to this Role:**

This position has no direct reports

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## **Position Conditions:**

(The following outlines pre-employment assessments and ongoing conditions and requirements)

- National Police Check

## **Approved Date**

14-DEC-2022