



HSS Registered

## Librarian

### Position Details

Position Number: 00006419 & 00020001  
Classification: P-1  
Agreement: Health Salaried Offices Agreement  
Directorate: Midwifery, Nursing and Patient Support Services  
Department: Medical Library and Information Service (LIS)  
Location: Women and Newborn Health Service

### Reporting Relationships

This position reports to:

00007397

Coordinator of Nursing & Midwifery Staff Development

SRN 7

Positions under direct supervision:

Nil.

### Primary Purpose of the Role

Provides library and information services to clients of the Women and Newborn Health Service Medical Library, under the direction of the Head of Department, in accordance with library professional standards and Women and Newborn Health Service (WNHS) policies and guidelines.

**One team, many dreams.**

Care / Respect / Innovation / Teamwork / Integrity



**Vision**

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

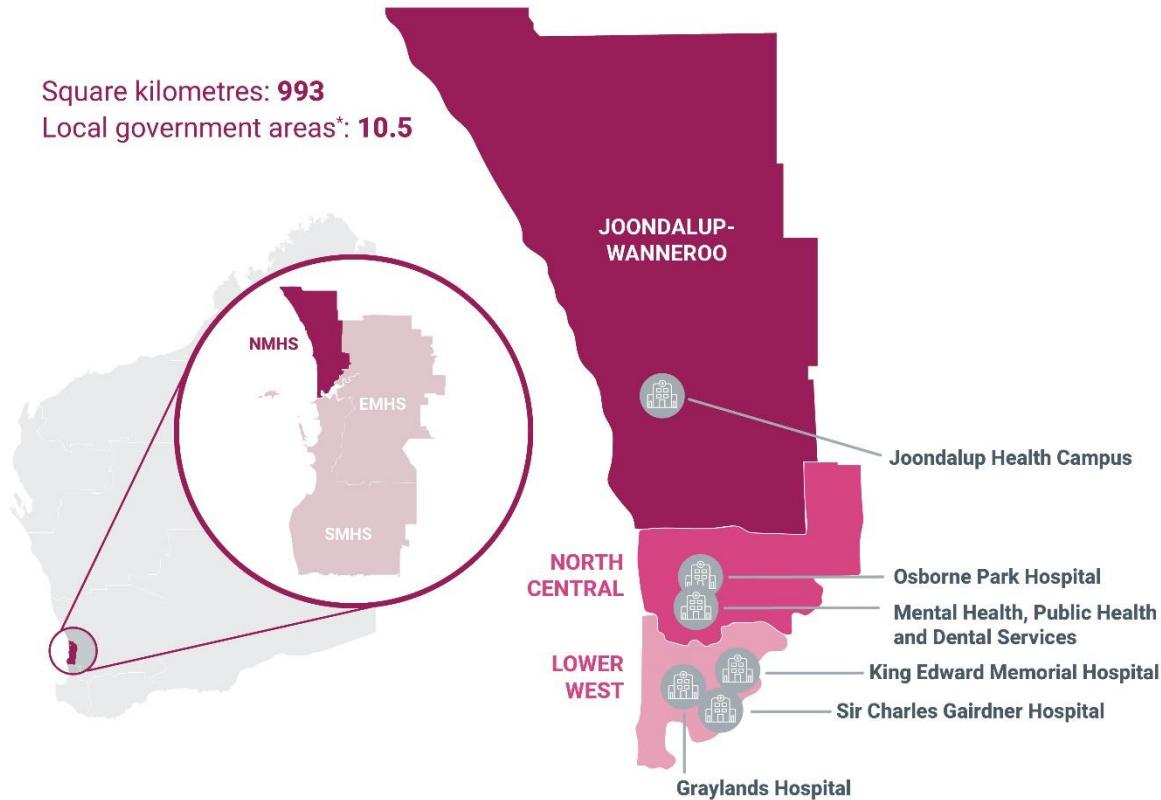
**Mission**

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



Square kilometres: **993**

Local government areas\*: **10.5**

**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.



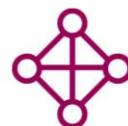
### Respect

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:

 <b>Enabling healthy communities</b> We build healthy and engaged communities	 <b>People-centred care</b> We will place our consumers' and their carers' best interests and experience at the core of all we do
 <b>Integration and connection</b> We will build strong connections and partnerships	 <b>Innovation and adaptive models of care</b> We will use research and technology to improve outcomes
 <b>Trusted, engaged and capable people</b> We will invest in our people and our culture	 <b>Sustainable and reliable</b> We will reduce harm, waste and unwarranted variation



## Key Accountabilities

### 1. Reference, Information and Education Services

- 1.1 Provides evidence-based reference and information services to clients.
- 1.2 Provides support and training in the use of library resources, services and software such as EndNote for library clients.
- 1.3 Provides a range of electronic current awareness services for clients.
- 1.4 Advises clients on requirements for research and publication, the quality evidence-based clinical decision support resources available for use, copyright/licence agreements.

### 2 Electronic and Collection Services

- 2.1 Develops and maintains a comprehensive, up to date, and relevant collection of print and electronic resources in accordance with Library procedures and guidelines.
- 2.2 Implements and maintains electronic resources and information sources.
- 2.3 Develops and maintains the Library's Web pages.
- 2.4 Catalogues and classifies materials received by the library using the Library Management System.
- 2.5 Troubleshoots problems clients have in accessing library resources and where unable to resolve them, escalates appropriately.

### 3 Borrowing and Document Delivery Services

- 3.1 Provides borrowing services to clients, including maintaining patron records and processing overdue invoice requests.
- 3.2 Processes document delivery and interlibrary loan requests and obtains material from local, interstate and overseas sources by the most cost-effective and efficient means.

### 4 Professional and Team Functions

- 4.1 Engages in continuing professional development/education to maintain current professional skills and knowledge.
- 4.2 Reviews policies, procedures and work methods/service improvements and outcomes
- 4.3 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 4.4 Provides relief in the Women and Newborn Health Consumer Library, as required.

### 5. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

- 5.1 Reflect the NMHS values in the way you work, behave and make decisions.

### 6. NMHS Governance, Safety and Quality Requirements

- 6.1 Participates in the maintenance of a safe work environment.
- 6.2 Participates in an annual performance development review.
- 6.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 6.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 6.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.



**7. 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 qualifications in library studies and eligibility for full professional membership of the Australian Library and Information Association (ALIA).
2. Demonstrated electronic database searching skills with the ability to use a variety of information platforms and systems commonly encountered in library environments.
3. Demonstrated ability in applying time management and organisational skills when planning, providing and monitoring library services.
4. Demonstrated interpersonal, verbal and written communication skills including the ability to liaise, educate and communicate effectively with a variety of stakeholders.
5. Demonstrated ability to work effectively independently and in a team setting.

### Desirable Selection Criteria

1. Previous experience working within a health, specialist or academic library.
2. Demonstrated ability to develop and maintain web content.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of eligibility for full professional membership of the Australian Library and Information Association.
- Provision of the minimum identity proofing requirements.
- 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	Dept./Division Head	Position Occupant
Name:	Name:	Name:
Signature/HE:	Signature:	Signature:
Date:	Date:	Date:

HHS Registered  
Created:  
Last Updated: March 2023

