



# Job Description Form

## Generic Librarian

### Library & Information Services

#### Position details

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Classification Level: Specified Calling Level 1

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement  
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Higher Courts

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 007546 or 007548 Team Leader, L3SC

**This position: Generic Librarian – L1SC**

Direct reports: NIL

#### Overview of the position

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The Law Library is accountable for a comprehensive and effective specialised library and information service to support the Department's success.

The Librarian is responsible for providing professional and administrative library duties for a library network that comprises judicial, legal and other library services and collections.

#### Job description

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As part of the Law Library team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

### **Role specific responsibilities**

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- Provides legal and other reference and information services, assists clients in the use of library resources
- Plans and delivers training and induction programmes for clients
- Provides current awareness services
- Maintains satellite libraries as required
- Assists with collection development including book selection and evaluating resources
- Catalogues and classifies library materials in accordance with established standards
- Authorises the payment of accounts and liaises with suppliers
- Assists with the implementation, development and maintenance of library management systems, technologies and web pages
- Actively contributes to team planning meetings
- Collects and collates statistics
- Rotates duties with other like positions
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Information and Knowledge Management**

Experience in the operations of a library; in the retrieval and dissemination of information from print and electronic resources; in the use of Dewey Decimal classification, RDA and the application of subject headings.

#### **Shapes and Manages Strategy**

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

#### **Achieve Results**

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

#### **Builds Productive Relationships**

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information

with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and ensure that stakeholders are kept informed as appropriate are requirements for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

### **Role Specific Criteria**

- Applicants must hold a Bachelor of Arts (Librarianship and Corporate Information Management) or equivalent, conferring eligibility for professional membership of the Australian Library and Information Association.

### **Special requirements/equipment**

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Nil

### **Certification**

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

Director, Higher Courts

Signature: \_\_\_\_\_ Date: 12 April 2023

HR certification date: April 2023