

# Job Description Form

## LIBRARIAN

<b>Position Number:</b> 12709	<b>Classification Level:</b> Specified Calling, Level 1
<b>Directorate:</b> Collection Services	<b>Agreement:</b> Public Sector CSA Agreement 2022
<b>This Position Reports To:</b> 12276 – Team Leader – Specified Calling, Level 2	
<b>Positions Reporting to this Position:</b> Nil	

## POSITION PURPOSE

To provide professional, client focussed and inclusive library, information, and collection management services to the community of Western Australia.

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

1. Develop and maintain an in-depth knowledge of State Library collections.
2. Apply professional knowledge of library systems, standards, best practices, and professional ethics to advise and assist clients and maintain collections.
3. Design, deliver and evaluate training programs for staff, clients, and partners.
4. Consult with senior staff to review policies, procedures, plans and work methods; proactively identify opportunities for improvements, troubleshoot problems and contribute to solutions.
5. Maintain data integrity for State Library databases, catalogues and websites.
6. Maintain ongoing professional learning and development; including an awareness of technology and trends and use of available technology to deliver and improve services and operations.
7. Contribute to the creation of a positive and inclusive team environment.
8. Contribute to team and State Library objectives and outcomes.



9. Participate in the rotation of other like Librarian positions across the Library as required.
10. Provide a client focused information enquiry service, across a range of channels (e.g. in person, via phone and online) using library technology and resources.
11. Participate in the organisation, description, access, and discoverability of materials held by or accessed from the State Library.
12. Contribute to collection development and acquisition activities in line with the Collection Development Policy.
13. Participate in the planning, coordination, and implementation of projects.
14. Performs other duties as required.

#### **Corporate Responsibilities:**

1. Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
2. Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
3. Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.

## **WORK RELATED REQUIREMENTS**

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of this position:

#### **Essential:**

1. Bachelor of Arts (Librarianship and Corporate Information Management) or approved equivalent.
2. Sound knowledge of library and information service concepts, principles, and theory; and an understanding library systems and practices.
3. Knowledge of current developments and trends in the library and information environment.
4. Competent using digital technologies with an ability to use the Microsoft Office suite, databases and web resources.
5. Sound interpersonal and communication skills, with the ability to develop and maintain positive relationships, communicate effectively with a diverse range of people and adapt communication styles to suit a variety of audiences and purposes.
6. Able to work flexibly and cooperatively with a positive and proactive approach to change and continuous improvement.
7. Demonstrated enthusiasm, initiative, and personal drive, including an interest in learning new tasks.



## APPOINTMENT PRE-REQUISITES

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### Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

## SPECIAL CONDITIONS

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### Special conditions of this position:

1. May be required to work rostered hours for a 7 day a week operation, including evenings and weekends.
2. May be required to travel intrastate and / or interstate.

## CERTIFICATION

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The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

<b>Position Title:</b>	<b>Name:</b>	<b>Date:</b>
Director Collection Services	Catherine Belcher	15/06/2023

