

## Job Description Form

### Librarian

<b>Position Number:</b> 15272	<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	

### ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique Western Australian heritage collections which tell the rich and diverse stories of Western Australia's people and places through multiple perspectives and formats. Collection activities and systems managed by the directorate encompass acquisition, processing, storage, preservation, digitisation, distribution, and access.

The Directorate also manages the acquisition of both physical and digital materials for a general information and reference collection and for over 200 public libraries across the State (including the Indian Ocean Territories).

### POSITION PURPOSE

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

The role has a focus on liaison with internal and external stakeholders and the community to identify and assess acquisitions (donations, purchases and commissions), aligned to the State Library's Strategic Plan and Collection Strategy, and to acquire materials in accordance with the Library's procurement processes.

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

1. Develop and maintain an in-depth knowledge of State Library collections.
2. Identify and assess material for acquisition in line with the Collecting Strategy.
3. Apply professional knowledge of library systems, standards, best practices, and professional ethics to advise and assist clients and maintain collections.
4. Design, deliver and evaluate training programs for staff, clients, and partners.
5. Consult with senior staff to review policies, procedures, plans and work methods; proactively identify opportunities for improvements, troubleshoot problems and contribute to solutions.
6. Maintain data integrity for State Library databases, catalogues and websites.
7. 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.
8. Contribute to the creation of a positive and inclusive team environment.
9. Contribute to team and State Library objectives and outcomes.
10. Participate in the rotation of other like Librarian positions across the Library as required.
11. 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.
12. Participate in the organisation, description, access, and discoverability of materials held by or accessed from the State Library.
13. Participate in the planning, coordination, and implementation of projects.
14. Performs other duties as required.

### Values and behaviours

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

<b>Community Focused</b>	Provide high quality services based on community need.
<b>Responsive</b>	Make informed, timely decisions and communicate them clearly.
<b>Respectful</b>	Value others and respect their differences.
<b>Accountable</b>	Hold ourselves to account for the work we do.
<b>Innovative</b>	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

## 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

**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

**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

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

<b>Position Title:</b> Director Collection Services	<b>Name:</b> Catherine Belcher	<b>Date:</b> 02/09/2024
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