



## Librarian Service Delivery

<b>Position number</b>	00034257
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Specified Calling Level 1
<b>Reports to</b>	Manager, Primary, Early Childhood and Education Support (Level 8)
<b>Direct reports</b>	Nil

### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Delivery is the key interface with schools. Its purpose is to plan, coordinate and deliver targeted services that support schools and regions to improve student achievement.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide a resource information service for schools and all client groups.
- Supervise the resource centre operations and the provision of reference information and associated services to all client groups.
- Undertake information services, including:
  - researching complex enquiries
  - compiling bibliographies and carrying out literature searches, as required
  - indexing and abstracting materials.
- Provide online support services, including booking systems, electronic library and digital media resources.
- Manage the integrity of the resource centre system to ensure records are current and resources are maintained and processed so they are accessible and available.

- Manage and monitor the resource centre budget and prepare submissions for new resources.
- Support the durability and accessioning of teaching resources such as text books.
- Conduct resource centre stock takes, as required.
- Develop, implement and monitor resource centre policies and procedures to ensure compliance with legislative requirements.
- Supervise and allocate duties to resource centre support staff.
- Develop and maintain electronic databases.
- Develop and maintain a collection of appropriate library materials.
- Identify and select resources to support students with disabilities.
- Identify and select resources to support English as an additional language or dialect learners.
- Manage the planning and implementation of publicity and promotional activities.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.

### **Selection criteria**

1. Demonstrated understanding of the use of curriculum resources in the teaching and learning process and ability to identify, select and evaluate resources to support different learning styles.
2. Demonstrated experience in developing student literacy and other student-centred educational programs in an educational or community library environment.
3. Demonstrated leadership, and management skills and the ability to contribute to the professional development of others.
4. Demonstrated highly developed communication and interpersonal skills with the ability to liaise with a variety of stakeholders and provide a customer-focused service.
5. Demonstrated highly developed skills in library management systems and other computer applications.
6. Demonstrated highly developed organisational skills with the ability to prioritise tasks to meet deadlines.

### **Eligibility and training requirements**

Employees will be required to:

- possess a relevant tertiary qualification and be eligible for Associate membership of the Australian Library and Information Association
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

## Certification

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

## ENDORSED

Date 18 March 2022  
Reference D22/0217358