Librarian

(School Library Support)
Corporate Information Services

Position number	00041311
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Specified Calling 1
Reports to	Library Manager (Specified Calling Level 2)
Direct reports	Nil

Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:
Responsive: We respond to and reflect the needs of our customers.
Flexible: We are flexible and understand that our customers are not all the same.
Transparent: We are clear and open about our services, processes and decision making.
Accountable: We hold ourselves to high standards and deliver on our commitments.
Collaborative: We work in partnership with our customers.

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. BCS aims to deliver services within an environment of standardised systems and processes.

The Corporate Information Services Branch works to improve information quality, accessibility, reliability and security to support departmental business and is responsible for the provision of records management, Freedom of Information (FOI) and Library services.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

Specialist Services
- Under direction of the Library Manager coordinate the School Library Support project:
  - Coordinate the planning, development and roll out of communication with schools.
  - Maintain oversight of project plans, actions and reporting.
  - Identify, select and evaluate resources to support school library management.
- Contribute to the strategic planning processes for Department school libraries.
- Provide high level advice on school library management including issues related to information technology.
- Collaborate with relevant parties across School Regions to ensure implementation of standardised and innovative programs and services.
- Develop and maintain documents to guide and support school library operations and library staff.
- Undertake research on library trends and best practice in library management as defined by the Australian Library and Information Association (ALIA) and the International Federation of School Library Associations (IFLA).
- Provide advice and guidance to schools in relation to library specific training for school library staff.

Branch Support
- Align activities and outputs to the vision and objectives of the Branch and to the needs of the Department.
- Provide support and assistance to ensure achievement of performance targets and standards within the team.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison
- Develop and maintain intranet (Ikon) content to support school library operations.
- Liaise with schools to monitor library needs and provide support
- Liaise with other relevant stakeholders to provide school library support. This may include; network groups, principals, teachers, manager corporate services, vendors and library officers, internal and external to the Department.

Selection criteria

1. Demonstrated experience and highly developed skills working with library management systems and other related computer applications.
2. Demonstrated knowledge and understanding of the Kindergarten – Year 12 school library environment.
3. Demonstrated highly developed communication and interpersonal skills with the ability to liaise with a variety of stakeholders, and provide a customer-focused service.
4. Demonstrated ability to innovate to find creative solutions to complex problems.
5. 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
- hold or obtain a current Class C Western Australian Driver's Licence
- 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   12 April 2021
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