

## Job Description Form

### Librarian Public Libraries

<b>Position Number:</b> 12284	<b>Classification Level:</b> Specified Calling, Level 1
<b>Directorate:</b> Library Services	<b>Agreement:</b> Public Sector CSA Agreement 2024
<b>This Position Reports To:</b> Team Leader Public Libraries – 12239 – SCL2	
<b>Positions Reporting to this Position:</b> Nil	

### OUR 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.

### OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

## ROLE OF DIRECTORATE

The Library Services Directorate delivers responsive services to the Western Australian community, from the vibrant State Library building in the cultural heart of Perth, online and through the network of public libraries across our expansive state. Library Services shares Western Australian stories from our rich collections through exhibitions, events and experiences and celebrates and supports Western Australian storytellers as they share their stories in all their many forms. Library Services provides access to information and learning opportunity and support for researchers, and partners with local governments to provide free, equitable and contemporary library services throughout Western Australia. Library Services inspires a lifelong love of reading, writing and learning and communicates our many offerings to the community and beyond.

## ABOUT THE ROLE

To deliver professional development and advisory services for public libraries through the development of programs and services to enable public libraries to support the information needs of the people of Western Australia.

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

1. 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; support digital literacy skills development for clients and staff.
2. Provide support to Western Australia public libraries, ensuring that public library staff are confident in the delivery to library services that meet the needs of the people of Western Australia.
3. Develop and maintain an in-depth knowledge of State Library collections.
4. Apply professional knowledge of library systems, standards, best practices, and professional ethics to advise and assist clients and maintain collections.
5. Consult with senior staff to review policies, procedures, plans and work methods and participate in the planning and delivery of projects; proactively identify opportunities for improvements, troubleshoot problems and contribute to solutions.
6. Maintain data integrity for State Library databases, catalogues and websites.
7. Participate in the organisation, description, access, and discoverability of materials held by or accessed from the State Library.
8. Undertake research and project related work.

9. 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.
10. Design, deliver and evaluate training programs for staff, clients, and partners.
11. Contribute to team and State Library objectives and outcomes, including contributing to a positive and inclusive team environment.
12. Performs other duties as required.

## ESSENTIAL 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 of 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.

Demonstrated enthusiasm, initiative, and personal drive, including an interest in learning new tasks.

### Desirable:

- Experience in working with local government authorities

## APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Right to Work in Australia
2. Successful Criminal Record Screening Clearance

## SPECIAL CONDITIONS

Special conditions of this position:

1. 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 Library Services	<b>Name:</b> Susan McEwan	<b>Date:</b> 28/02/2025
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<p><b>REGISTERED</b></p> <p><b>State Library of Western Australia</b></p> <p>INITIALS: LTS    DATE: 9/08/2024</p>
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