

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Bay View Community Centre Librarian</b>
<b>Award/Agreement:</b>	<b>TOC Enterprise Agreement 2021</b> (and any subsequent agreement)
<b>Classification level:</b>	<b>Level 7</b>
<b>Directly reports to:</b>	<b>Manager Tourism and Events</b>
<b>Positions under Direct Supervision:</b>	<b>Nil</b>

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## OBJECTIVE OF THIS POSITION

This position is an integral member of staff located at the Bay View Community Centre (BVCC) and manages the Town's library system and resources (books, videos and publications) for the benefit of the community.

### Objective 1: Library Administration

- Manage the library system (Spydus) and provide support and development to the team in this regard.
- Oversee the selection and acquisition of library resources and maintain the library database.
- Oversee the cataloguing of new stock and develop library officers' skills in this regard.
- Plan, develop and implement library events such as Baby Rhyme time and Storytime.
- Assist library clientele with reference queries and requests.
- Assist the Coordinator with information for the promotion and communications of the BVCC.
- Order materials and authorise expenditure as delegated in, line with the Town's procurement policies and procedures.
- Attend meetings with other WSLG librarians and other public libraries when required.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

### Objective 2: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

### Objective 3: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies, and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Ensure compliance with purchasing policies and best practice in purchasing.
- Promote the development of efficient work practices.
- Maintain good relations with the public and promote the Town in a professional manner.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

### Objective 4: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

## SELECTION CRITERIA

### Essential

- Formal qualification in Information and Library Studies or equivalent conferring eligibility for professional membership of the Australian Library and Information Association (ALIA).
- Proven professional library experience, preferably with services to children and young adults.
- Experience in the collection development of library resources.
- High level of customer service.
- Can do attitude and willingness to engage.
- Sound knowledge of DDC and AACR2.
- Well-developed verbal and written communication skills.
- Current approved Working with Children Check.

### Desirable

- Knowledge of SPYDUS library software.

## REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- Complete a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

### Signatures

#### Chief Executive Officer Approval

Signature	Date
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#### Employee

Signature	Date
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