

POSITION DESCRIPTION

Position Title:	Bay View Community Centre Librarian
Award/Agreement:	TOC Industrial Agreement 2024 (and any subsequent agreement)
Classification level:	Level 8
Directly reports to:	Manager Community Development
Positions under Direct Supervision:	Nil

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 11,000 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 responsible for the Town's library system and resources for the benefit of the community.

Objective 1: Library Operations

- Manage the library management system (Spydus) and provide support and development to the team in this regard.
- Oversee the selection, acquisition and cataloguing of library resources.
- Assist library clientele with reference queries and requests.
- Provide excellence in customer service and build relationships with customers.
- Support, guide and develop Library Officers skills and expertise.
- Oversee work experience students and volunteers.
- Order materials and authorise expenditure in-line with the Town's procurement policies and procedures.
- Oversee presentation of public areas, including collections, technology, building maintenance, shelf order, displays and signage.
- Represent the Town at meetings with other WSLG librarians and other public libraries.
- In conjunction with the Manager:
 - Collect statistics.
 - Plan, develop and implement library programs, events and activities such as bay rhyme time and school holiday activities.
 - Market and promote the BVCC.
 - Prepare rosters.
 - Apply for grants.
 - Collaborate with local community organisations, schools, and businesses to promote library services and programs, and to identify and address community needs.
- 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

- Tertiary qualification in Information and Library Studies, demonstrating eligibility for membership of the Australian Library and Information Association (ALIA).
- Experience in the collection development of library resources.
- A competent understanding of the principles of customer service and the ability to deal with a diverse range of customers
- Sound computer literacy and willingness to engage with new technology.
- 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.
- Knowledge and understanding of the local government sector.

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

Acting Chief Executive Officer Approval

Signature	Date
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Employee

Signature	Date
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