

# LIBRARY ASSISTANT

Part Time (40-50 hours per fortnight)/ 6 months contract

LEVEL 3 SCHDS Industry Award 2010

The FPWA Sexual Health Services' Library has extensive resources on topics such as men and women's health, puberty, sex education, contraception, sexually transmissible infections (STIs), sexual abuse, gender issues, sexual orientation, relationships, personal growth, and much more.

FPWA Sexual Health Services offers benefits which include a convenient Northbridge location easily accessible by public transport, flexible working arrangements, salary packaging, 17.5% annual leave loading, and internal holidays.

We are currently seeking an enthusiastic Library Assistant to join our friendly team. This position reports to the Manager Information Services.

The duties include but are not limited to:

- Assist and advise clients on the range of information sources
- Maintain stock control system
- Maintain audiovisual resources hire system
- Manage the lending process, and
- Assist in the preparation of pamphlets, information booklets

Successful candidates will possess:

- Excellent communication and interpersonal skills
- Understanding of basic library procedures
- Good computer skills and knowledge of Microsoft Office software applications
- Ability to work collaboratively in a team
- Good organisational skills, and
- Awareness of their own personal values and an understanding of how these might impact on communication with our clients

Please refer to the attached Job Description for a more detailed description of duties and the selection criteria.

Enquiries are welcome and should be directed to Rebecca Smith, Manager Information Services on 08 9227 6177 ext. 234 (not to be contacted for a Job Pack).

For more information please refer to our website [www.fpwa.org.au](http://www.fpwa.org.au)

## **Application Instructions:**

Please send your completed application including a covering letter, considering the selection criteria and resume to:

**HR/Payroll Administration Officer  
FPWA  
PO Box 141  
Northbridge 6865**

Alternatively, applications can be emailed to [jobs@fpwa.org.au](mailto:jobs@fpwa.org.au) with the position title in the subject line, or faxed to 08 9227 6871.

**Applications close on Monday 16 August 2010 at 5pm**

**Important:** Please ensure you have read the 'Guide for Job Applicants' available at [www.fpwa.org.au/employment](http://www.fpwa.org.au/employment) before applying for a position at FPWA.

**Please note:** The successful applicant for this position will be required to present a current (less than 12 months) National Police Clearance.

## **JOB DESCRIPTION**

### **Employment Status**

Part Time/ 6 month contract

### **Classification**

Level 3 (Social, Community, Home Care and Disability Services Industry Award 2010)

### **HOURS**

40-50 hrs per fortnight

### **Date of Issue**

August 2009

### **Review**

August 2010

### **Job Purpose**

Assist in providing a high standard Library information service

Critical Objectives	Standards of Performance	Measures	Knowledge and Skills Required
Assist and advise clients on the range of information resources available to meet their needs.	<ul style="list-style-type: none"> <li>• Manage the Library Reception.</li> <li>• Enquiries are answered promptly and accurately.</li> <li>• Communication with clients is professional and appropriate.</li> <li>• Demonstrate knowledge of resources available.</li> <li>• Process book loans and returns.</li> <li>• Issue SDI alerts.</li> <li>• Maintain automated library system.</li> <li>• Maintain data collection system (library use statistics).</li> <li>• Shelving, filing and photocopying.</li> <li>• Knowledge of services and staff at FPWA is maintained and up to date.</li> <li>• Information is handled in a confidential manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Client feedback</li> <li>• Peer feedback</li> <li>• Management assessment</li> <li>• Library Audit</li> <li>• Stakeholder feedback</li> <li>• Database management</li> <li>• Documents prepared and issued</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated skills in oral and interpersonal communication.</li> <li>• Knowledge of computerised library systems</li> <li>• Accurate data entry skills</li> <li>• Enthusiastic and self-confident.</li> <li>• Ability to work alone or as part of a team.</li> <li>• Knowledge of FPWA resources.</li> <li>• Awareness of Privacy Principles and other Governance frameworks.</li> <li>• Organisational skills</li> <li>• Time Management skills</li> </ul>
Process bookshop sales and maintain stock control system.	<ul style="list-style-type: none"> <li>• Responsible for the accurate reporting of day's takings.</li> <li>• Liaison with FPWA Bookkeeper as required.</li> <li>• Ensure that bookshop supplies are stocked and recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Client feedback</li> <li>• Peer feedback</li> <li>• Management assessment</li> <li>• Financial Reports</li> <li>• Stocktake reports</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of cash handling procedures</li> <li>• Ability to work alone and as part of a team</li> <li>• Organisational skills</li> <li>• Strong numerical skills</li> </ul>
Maintain the audiovisual resource hire system	<ul style="list-style-type: none"> <li>• Take bookings for, and maintain the working order of the system</li> <li>• Assist staff and others with the operation of audiovisual equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff feedback</li> <li>• Peer feedback</li> <li>• Management assessment</li> <li>• Hire/bookings register</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of equipment</li> <li>• Knowledge of departmental procedures</li> <li>• Organisational skills</li> </ul>

Critical Objectives	Standards of Performance	Measures	Knowledge and Skills Required
	<ul style="list-style-type: none"> <li>Ensure equipment is correctly maintained and stored.</li> </ul>		
Assist in the preparation of pamphlets, information booklets and other aids to assist clients.	<ul style="list-style-type: none"> <li>Understand FPWA publication guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Staff feedback</li> <li>Peer feedback</li> <li>Management assessment</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of departmental procedures.</li> </ul>
Maintain Library fixtures, stock and displays	<ul style="list-style-type: none"> <li>Displays are maintained and regularly updated to reflect current topics/issues or new stock</li> <li>Library is clean and all fixtures/furniture is in good condition</li> <li>Library stock is repaired or replaced as required.</li> </ul>	<ul style="list-style-type: none"> <li>Staff feedback</li> <li>Stakeholder feedback</li> <li>Management feedback</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of display principles</li> <li>Organisational skills</li> <li>Time Management skills</li> <li>Knowledge of organisation policies and procedures</li> </ul>
Management of lending processes	<ul style="list-style-type: none"> <li>Lending is recorded</li> <li>Follow up of overdue items is completed</li> </ul>	<ul style="list-style-type: none"> <li>Management Assessment</li> <li>Library Reports</li> <li>Staff feedback</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of lending procedures</li> <li>Organisational skills</li> <li>Communication and interpersonal skills</li> </ul>
Attend meetings and staff development as required by Manager	<ul style="list-style-type: none"> <li>Attend meetings and staff development</li> <li>Active participation in meetings and staff development</li> </ul>	<ul style="list-style-type: none"> <li>Attendance</li> <li>Management Assessment</li> <li>Facilitator feedback</li> <li>Peer feedback</li> </ul>	<ul style="list-style-type: none"> <li>Time management skills</li> <li>Organisational skills</li> <li>Strong communication skills</li> </ul>
To be FPWA representative to individuals, agencies and organisations	<ul style="list-style-type: none"> <li>Representation meets organisational policy and ethos</li> <li>All contact is professional and courteous</li> </ul>	<ul style="list-style-type: none"> <li>Management Assessment</li> <li>Stakeholder feedback</li> <li>Client feedback</li> </ul>	<ul style="list-style-type: none"> <li>Interpersonal skills</li> <li>Strong Communication skills</li> <li>Excellent personal presentation</li> <li>Knowledge of organisation policies</li> <li>Knowledge and acceptance of organisation ethos</li> </ul>
Comply with organisational policies and procedures	<ul style="list-style-type: none"> <li>Organisational policies are accessed and understood</li> <li>Organisational policies are complied with</li> </ul>	<ul style="list-style-type: none"> <li>Management assessment</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of organisational policies</li> <li>Awareness of the Carers Recognition Act 2004</li> </ul>
Work as part of a team	<ul style="list-style-type: none"> <li>Good communication with all team members</li> <li>Awareness of team members needs and issues</li> </ul>	<ul style="list-style-type: none"> <li>Management assessment</li> <li>Peer Feedback</li> </ul>	<ul style="list-style-type: none"> <li>Strong communication skills</li> <li>Interpersonal skills</li> </ul>

Critical Objectives	Standards of Performance	Measures	Knowledge and Skills Required
	<ul style="list-style-type: none"> <li>Work with other team members to achieve unit objectives</li> </ul>		
Other duties as directed by Manager	<ul style="list-style-type: none"> <li>Completes tasks as assigned and as requested</li> </ul>	<ul style="list-style-type: none"> <li>Management assessment</li> </ul>	<ul style="list-style-type: none"> <li>Ability to fulfil a range of duties</li> <li>Willingness to work as part of a team to ensure unit obligations are fulfilled</li> </ul>

## Selection Criteria

### Essential:

1. An understanding of basic library procedures.
2. Computer literate and knowledge of Microsoft Office applications.
3. Excellent interpersonal and communication skills.
4. Ability to work collaboratively in a team.
5. Able to respond to direction.
6. Ability to prioritise and organise own workload.
7. Attention to detail in carrying out tasks.
8. Commitment to the philosophy and objectives which guide the work of FPWA Sexual Health Services.
9. Awareness of their own personal values, attitudes and beliefs and how they might impact on communication with clients.
10. Commitment to ongoing personal and professional development.
11. Satisfactory National Police Clearance

### Desirable:

1. Progression toward a qualification as a library technician or librarian.
2. Demonstrated experience in a library environment.
3. Experience in an administrative role.
4. A working knowledge of automated library systems, ideally DB/TextWorks.
5. Knowledge of health services and in particular sexual health.