



## **APPLICATION PACKAGE**

## **REGIONAL LIBRARIAN**



Dear Applicant

Thank you for your interest regarding the position of Regional Librarian with the Shire of Northam. This position is being re-advertised and previous applicants do not need to reapply, as all applications received will be considered.

The following information is provided to assist in the preparation of your application:

- Copy of advertisement;
- Shire Profile
- Position Description (including essential and desirable selection criteria);
- Guidelines for Applying for an Advertised Vacancy;
- Checklist for you to use prior to submitting your application.

This information is provided to you so that you fully understand the expectations of the organisation in relation to the information you need to include as well as the format and content of your application. Please read these guidelines carefully and follow all instructions.

The Shire of Northam is an Equal Opportunity Employer.

Yours sincerely

**NEVILLE A HALE**  
**CHIEF EXECUTIVE OFFICER**

10 January 2011

**Shire of Northam**  
**REGIONAL LIBRARIAN**  
**(Re-Advertised)**  
**Salary Range \$55,000 -\$68,000**

Applications are invited from suitably qualified persons for the position of Regional Librarian (full time). The position will be based at the Northam Library.

This is an excellent opportunity for an experienced Librarian who is enthusiastic, energetic, inspiring and creative to join the dedicated customer-focused team at the Northam Library, as Regional Librarian. You will be responsible to:

- plan, develop, implement, and promote an efficient, effective and responsive library service for the community and region.
- ensure the delivery of a supportive and innovative regional library service to the 16 Local Governments in Northam Region of Western Australia.

Recent graduates are encouraged to apply for this position.

Application packages are available at [www.northam.wa.gov.au](http://www.northam.wa.gov.au) or by contacting Sarah Fitzsimmons on 9622 6111, or [finsec@northam.wa.gov.au](mailto:finsec@northam.wa.gov.au)

Further information about the position is available by contacting the Executive Manager Corporate Services, Denise Gobbart on 9622 6100.

Applicants are required to address each of the **selection criteria** explaining succinctly in what ways you meet the criteria. Written applications, including details of qualifications, experience and the names of at least two employment referees should be marked "CONFIDENTIAL – REGIONAL LIBRARIAN" and reach the undersigned, PO Box 613, Northam 6401 by **FRIDAY, 28 JANUARY 2011** or emailed to [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au) .

Council is an Equal Opportunity Employer.

**NEVILLE A HALE**  
**CHIEF EXECUTIVE OFFICER**

395 Fitzgerald Street  
NORTHAM WA 6401  
PO Box 613  
NORTHAM WA 6401  
T: 08 9622 6100  
F: 08 9622 1910  
E: [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)  
W: [www.northam.wa.gov.au](http://www.northam.wa.gov.au)





## **Profile:**

The Shire of Northam is situated in the Avon Valley, on the fringes of the Darling Scarp and is bounded by the Local Governments of Mundaring, York, Toodyay, Goomalling and Cunderdin.

The Shire encompasses the townships of Northam, Wundowie, Bakers Hill, Clackline, Irishtown, Spencers Brook and Seabrook, the most western of these townships being Wundowie which is just 70kms from the centre of Perth. The total area of the Shire of Northam is 1,443 square kilometres with a population of the 10,670, with 6,638 Electors and over 4000 dwellings.

The main town, Northam, is situated on the Avon River, 96 kilometres from Perth, in the picturesque Avon Valley. The town of Northam, with a population of around 7,000 people, occupies approximately 2,400 hectares and is the main urban and commercial hub of the Shire.

Northam is the Regional Centre of the Avon Valley and Central Wheatbelt farming communities of the Shire of Northam (which primarily produce wheat, barley, oats, sheep, wool and cattle) use Northam for their everyday banking, retail, shopping and government needs.

Northam has also been clearly established by the State Government as a Regional Centre, resulting in many Government Departments strengthening their regional office or establishing such an office. Furthermore, the four major banks have outlets in town, unlike smaller rural communities.

The Shire of Northam is well catered for in recreation, culture, health and education facilities. The town of Northam is home to a Regional Library, Hospital, Senior Citizens' Centre and recreation facilities, including a Recreation Centre, major sporting grounds and an Olympic Swimming Pool. Wundowie also has a sporting ground, swimming pool, library and Telecentre, and there is an indoor Recreation facility in the township of Bakers Hill.

From an educational viewpoint, Northam has a Senior High School, CY O'Connor College of TAFE, Muresk Institute of Agriculture (division of Curtin University), three State Government Primary Schools and St Joseph's Catholic School, which provides education to Year 10. There are also primary schools in the townships of Wundowie and Bakers Hill.

The townsite of Northam was first gazetted in 1836 and is the focal point for important rail and road links to Eastern Australia. It was a centre for Post-War migration and many of the residents have strong links to Eastern Europe. The Mundaring to Kalgoorlie pipeline also passes through the Shire.

Council is committed to developing the Shire and encouraging growth, through new investment and tourism, whilst maintaining a warm country feel and friendly community.



## POSITION DESCRIPTION

<b>1</b>	<b>TITLE</b>	Regional Librarian
<b>2</b>	<b>LEVEL</b>	Level 9
<b>3</b>	<b>DEPARTMENT</b>	Corporate Services
<b>4</b>	<p><b>POSITION OBJECTIVES</b></p> <p>To plan, develop, implement, and promote an efficient, effective and responsive library service for the community and region.</p> <p>To ensure the delivery of a supportive and innovative regional library service to the Northam Region of Western Australia.</p> <p>To work within a team environment to promote and deliver a range of planned, coordinated and cost effective public library services and programmes.</p> <p>To contribute toward the intellectual, economic, cultural and recreational information needs of Council, the community and the Northam Region.</p>	
<b>5</b>	<p><b>KEY DUTIES/RESPONSIBILITIES</b></p> <p><u>Operational Management</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Managing and coordinating the library roles and responsibilities within the adopted budget.</li> <li><input type="checkbox"/> Prepare and monitor library budget and financial reports.</li> <li><input type="checkbox"/> Maintain accurate and relevant statistical records.</li> <li><input type="checkbox"/> Preparing regular reports as required by the Executive, Council and the State Library of Western Australian (SLWA).</li> <li><input type="checkbox"/> Providing advice and contributing to the development of new procedures and methodology in the provision of public library and information service.</li> <li><input type="checkbox"/> Coordinate and disseminate a comprehensive information service to the community and region.</li> <li><input type="checkbox"/> Manage and supervise the operation of the automated library management system.</li> </ul>	

5.2	<p><u>Corporate Management</u></p> <ul style="list-style-type: none"> <li>❑ Develop, implement and review policy and procedures relating to Library Services.</li> <li>❑ Liaise with the SLWA and provide advice to Council on matters relating to State Library Policy.</li> <li>❑ Embrace and participate in change to assist in achieving the Shire's goals and objectives.</li> <li>❑ Exercise discretion, initiative or seek advice where practices and direction are not clearly defined</li> <li>❑ The ability to maintain strict confidentiality is an essential requirement of all employees of Council.</li> <li>❑ Manage time effectively through identifying and organising resources required to achieve outcomes.</li> </ul>
5.3	<p><u>Regional Service</u></p> <ul style="list-style-type: none"> <li>❑ Ensure the delivery of a supportive and innovative regional library service to the Shire's of Beverley, Chittering, Cunderdin, Dalwallinu, Dowerin, Gingin, Goomalling, Koorda, Moora, Quairading, Tammin, Toodyay, Victoria Plains, Wongan-Ballidu, Wyalkatchem and York.</li> <li>❑ Ensure that all the responsibilities of the Regional Library Agreement are delivered.</li> </ul>
5.4	<p><u>HR Management</u></p> <ul style="list-style-type: none"> <li>❑ Providing team members with clear directions and setting appropriate standards of behaviour.</li> <li>❑ Delegating work appropriately and fairly motivating and empowering team members.</li> <li>❑ Conduct staff appraisals and monitor staff development opportunities.</li> <li>❑ Developing and nurturing a sense of loyalty and team ownership between staff.</li> </ul>
5.5	<p><u>Customer Service</u></p> <ul style="list-style-type: none"> <li>❑ Focusing at all times on customer needs and satisfaction through setting high standards for quality and quantity of service delivery.</li> <li>❑ Establishing strong working relationships with customers and staff through building wide and effective networks of contracts inside and outside the organisation.</li> <li>❑ Displaying excellent customer service skills at all times.</li> <li>❑ Developing customer service initiatives to continually improve service output efficiencies and effectiveness.</li> <li>❑ Assess your current duties and those of service area and recommend changes or strategies which promote a 'Continual Improvement' and 'Best Practice' approach to service delivery.</li> </ul>
5.6	<p><u>Safety and Health</u></p> <ul style="list-style-type: none"> <li>❑ Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety &amp; Health, EEO legislation and Council's Policies and Procedures.</li> <li>❑ Ensure staff Occupational Safety and Health training is continually implemented and worksites under the control inspected regularly.</li> </ul> <p><i>Undertake other duties as required by the Executive Manager Corporate Services in accordance with the broad banding principles of the Local Government Industry Award.</i></p> <p><i>(Note: The above key duties and responsibilities are in accordance with the broad banding principles of the Award. They are not an exhaustive list of duties and responsibilities of the position.)</i></p>

<b>6</b>	<b>ORGANISATIONAL RELATIONSHIPS</b>		
6.1	<u>Responsible to</u> <input type="checkbox"/> Executive Manager Corporate Services  <u>Responsible for</u> <input type="checkbox"/> All Library Service staff and volunteers (Northam & Wundowie)		
6.2	<table border="0"> <tr> <td style="vertical-align: top;"> <b>Internal Liaison</b>  <input type="checkbox"/> CEO  <input type="checkbox"/> Executive Managers  <input type="checkbox"/> Corporate Services Staff  <input type="checkbox"/> Other Staff </td> <td style="vertical-align: top;"> <b>External Liaison</b>  <input type="checkbox"/> State Library of Western Australia  <input type="checkbox"/> Regional / Public Librarians  <input type="checkbox"/> General Public  <input type="checkbox"/> Relevant Local and State Government Agencies </td> </tr> </table>	<b>Internal Liaison</b> <input type="checkbox"/> CEO <input type="checkbox"/> Executive Managers <input type="checkbox"/> Corporate Services Staff <input type="checkbox"/> Other Staff	<b>External Liaison</b> <input type="checkbox"/> State Library of Western Australia <input type="checkbox"/> Regional / Public Librarians <input type="checkbox"/> General Public <input type="checkbox"/> Relevant Local and State Government Agencies
<b>Internal Liaison</b> <input type="checkbox"/> CEO <input type="checkbox"/> Executive Managers <input type="checkbox"/> Corporate Services Staff <input type="checkbox"/> Other Staff	<b>External Liaison</b> <input type="checkbox"/> State Library of Western Australia <input type="checkbox"/> Regional / Public Librarians <input type="checkbox"/> General Public <input type="checkbox"/> Relevant Local and State Government Agencies		
<b>7</b>	<b>EXTENT OF AUTHORITY</b>		
7.1	<input type="checkbox"/> Position operates under the limited direction of the Executive Manager Corporate Services within clearly established guidelines, procedures and policies of Council as well as statutory provision of the Library Board Act and other legislation.		
<b>8</b>	<b>SELECTION CRITERIA</b>		
8.1	<b>Essential</b> <input type="checkbox"/> Eligibility for Associate membership of the Australian Library and Information Association. <input type="checkbox"/> Excellent communication and interpersonal skills, with the ability to work at all levels and in team environment. <input type="checkbox"/> Ability to develop and maintain positive working relationships and partnerships with diverse groups of people to achieve objectives. <input type="checkbox"/> High level of conceptual, analytical and problem solving skills. <input type="checkbox"/> Understanding of current issues and trends in the library industry. <input type="checkbox"/> Demonstrated knowledge of Library Management Systems, Microsoft applications and internet resources. <input type="checkbox"/> Hold a current unrestricted "C" class national motor driver's licence. <input type="checkbox"/> Provision of a current National Police Clearance or willing to obtain a current National Police Clearance). <input type="checkbox"/> Provision of a current Working with Children Check or willing to obtain a current Working with Children Check).		
9.2	<b>Desirable</b> <input type="checkbox"/> Knowledge of public library practises and procedures. <input type="checkbox"/> Experience in Local Government. <input type="checkbox"/> Experience in a cross cultural customer service environment.		





## CONDITIONS OF EMPLOYMENT

<b>POSITION</b>	Regional Librarian Conditions of Employment as per the Local Government Officers (Western Australia) Award 1999 and the below mentioned conditions, which should no be construed to be the limitations of conditions.
<b>LOCATION</b>	Northam Public Library 298 Fitzgerald Street Northam WA 6401
<b>HOURS OF DUTY</b>	The library is currently open the following hours: Monday – Wednesday – Friday 9.30am – 5.00pm Tuesday – Thursday 9.30am – 7.00pm Saturday 9.30am – 12.00noon Staff work a 76 hour fortnight. Have an one hour lunch break. Rostered Days Off are part of employment conditions.
<b>SALARY</b>	To be negotiated dependent on experience, within a range of \$55,000 to \$68,000
<b>SUPERANNUATION</b>	Superannuation with a Council contribution of 15%, being 9% Superannuation Guarantee charge and 6% through the Local Government contributory scheme (matched by an employee contribution), subject to change in accordance with Superannuation Regulations
<b>OVERTIME</b>	Must be approved in advance by your Manager.
<b>ANNUAL LEAVE</b>	In accordance with the National Employment Standards and the Local Government Industry Award 2010, currently 4 weeks paid annual leave with leave loading of 17.5%, for each completed year of service; An additional 2 days annual leave is provided to staff with no leave loading.
<b>PERSONAL / CARER'S LEAVE</b>	In accordance with the National Employment Standards, currently 10 days paid personal / carer's leave, for each completed year of service
<b>LONG SERVICE LEAVE</b>	In accordance with the Local Government (Long Service Leave) Regulations, currently 13 weeks' long service leave is payable in respect of each 10 years' continuous service completed. On termination of service after at least 7 years continuous service Pro-rata Long Service Leave may be payable. Long Service Leave is portable between local government entities upon meeting the continuity of service conditions

<b>UNIFORM</b>	In accordance with Shire policy corporate uniform clothing to the value of \$400 per employee in the first year of employment and \$300 annually. The first issue of uniform allowance will be after the successful completion of any probationary period.
<b>PROFESSIONAL MEMBERSHIP</b>	The payment of your professional membership fees maybe negotiated
<b>PROBATION PERIOD</b>	A three month probation period applies to the position.
<b>PERFORMANCE REVIEW</b>	As per the requirements of the Local Government Act 1995 (as amended)
<b>EQUAL EMPLOYMENT OPPORTUNITY</b>	Council is an Equal Opportunity employer and has adopted an EEO Policy in accordance with the legislation. A copy of the policy is available for all staff to read.
<b>MULTI-SKILLING</b>	The growth of the Shire and therefore the office is such that there may be opportunities for further personal development and advancement if the officer is keen to be multi-skilled and willing to learn.

# ***GUIDELINES FOR APPLYING FOR AN ADVERTISED VACANCY***

## **General Information**

These guidelines are designed to assist you in demonstrating that you are a suitable applicant for the advertised position.

## **Preparing the Application**

Your application is the first step towards securing an interview and therefore should be of the highest standard possible. Preferably the application should be typed, however neat and legible handwritten applications are acceptable, and stapled in the top left hand corner. Please do not submit applications in plastic or cardboard folders. Applications received will not be returned, therefore you should photocopy any original documentation.

**Your application should include the following:-**

- **Covering Letter**

The covering letter introduces yourself to the selection panel and should include the title of the position you are applying for.

You should explain why you are applying for the position and how you may be contacted during normal business hours.

- **Curriculum Vitae**

Your curriculum vitae should provide personal details (name, address, and telephone number), relevant work history and education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

- **Referees**

You should include in the curriculum vitae the names and contact numbers of at least two referees. Referees may be contacted to verify your claims in relation to the selection criteria. Preferably one referee should be your current supervisor or manager or alternatively a supervisor/manager from a previous position may be used.

- **Formal Qualifications**

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.

### **Addressing the Selection Criteria**

This is the most important part of your application. You should use each selection criteria as a separate heading and outline relevant claims and experience. Consideration for interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects which demonstrate experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

### **Preparing for the Interview**

- **Before the Interview**

The panel will short list applicants for interview who meet the selection criteria; this may take up to two weeks after the closing date.

If you are selected for an interview, an Officer will telephone you to organise a mutually convenient time to conduct the interview. The interview is an important part of the selection process.

- **During the Interview**

The panel will generally consist of at least two members. Interviews will be structured and each applicant will be assessed in the same manner.

Behavioural interviewing techniques are normally used. The aim is to obtain examples of past situations which actually occurred, how the situation was handled and the outcome of the action taken. For example, "provide the panel with a situation where you had to resolve a very difficult customer complaint and explain how the situation was resolved?"

During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.

If you do not understand a question, you should seek clarification before providing a reply.

## **After the Interview**

In some cases, preferred applicants may be asked to undertake other selection tests.

Preferred applicants will be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position description. Some positions will require a Police clearance.

Should you be successful, a member of the panel will contact you to verbally offer you the position and agree on a commencement date. This would normally occur within one week of the interview. The Chief Executive Officer will then forward in writing the offer of employment to the successful applicant.

If requested, the panel convenor will provide feedback to unsuccessful applicants who received an interview, indicating the reasons why their application was not successful.

## **Closing Date**

Vacancies with the Shire of Northam are advertised for a specific period and close at 4:00pm on the closing date shown in the advertisement.

## **Late Applications**

Late applications will not be accepted.

All applications will be acknowledged in writing within two working days of receiving the application.

Applications for the Position can be submitted via:-

Post: Addressed as follows:

***“Private & Confidential – Regional Librarian”***

Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

Email: [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)

Please ensure that the subject line is marked as follows:

***“Private & Confidential – Regional Librarian”***

## CHECKLIST

- ☐ Covering Letter
- ☐ Statement Addressing the Selection Criteria
- ☐ Curriculum Vitae
- ☐ Copies (not originals) of supporting documentation
- ☐ Full application has been proof read prior to submitting
- ☐ The application has been photocopied for personal reference