



Library Assistant

**30 hours per Fortnight Part Time (Negotiable)
Temporary 12 Month Position (Maternity Leave Contract)**

Thank you for your interest in this position. A current job description and selection criteria follows.

If you require further information about the position please contact **Rebecca Smith** on 08 9227 6177.

For more information about FPWA visit our website at www.fpwa.org.au

Please send your completed application including a covering letter, statement of claims addressing the selection criteria and resume to:

**Attention: Natasha Mouat
HR Administration Officer
FPWA Sexual Health Services
PO Box 141
Northbridge 6865**

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

Closing date for applications is: Sunday 25th March 2012

Important: Please ensure you have read the 'Guide for Job Applicants' available at www.fpwa.org.au/about/jobs before applying for a position at FPWA.

FPWA Sexual Health Services thank you for your interest in our organisation, unfortunately due to the volume of applications received only shortlisted applicants will be contacted.



Position Description

Library Assistant

Part time up to 30hrs per fortnight

Employment Status

Part Time
Temporary 12 Month Maternity Leave Contract

Hours

Up to 30 hours per fortnight

Classification

FPWA Level 3.1

Date of Issue

13th March 2012

Review

To be reviewed annually by Human Resources and Manager

Job Purpose

- To provide a high standard Library information service

POSITION DESCRIPTION

JOB TITLE: Library Assistant
DEPARTMENT: Information Services
RESPONSIBLE TO: Manager of Information Services
EMPLOYMENT STATUS: Part-Time (Temporary 12 Month Position – Maternity Leave Contract)
HOURS: 30 Per Fortnight
CLASSIFICATION: SACS: 3.1
DATE OF ISSUE: March 2012
REVIEW: To be reviewed annually by HR and Manager

JOB PURPOSE: To provide 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">• Person the library desk• Answer basic reference queries promptly and accurately• Communicate with clients professionally and appropriately• Demonstrate knowledge of resources• Conduct literature searches• Handle information in a confidential manner• General administration duties including shelving, filing and photocopying	<ul style="list-style-type: none">• Client feedback• Peer feedback• Management assessment• Library Audit• Stakeholder feedback• Database management• Documents prepared and issued	<ul style="list-style-type: none">• Demonstrated skills in oral and interpersonal communication.• Working knowledge of computerised library systems• Accurate data entry skills• Database searching and information retrieval skills• Enthusiastic and self-confident.• Ability to work alone or as part of a team.• Knowledge of FPWA resources.• Awareness of Privacy Principles and other Governance frameworks.• Organisational skills• Time Management skills

Sexual Health Services



CRITICAL OBJECTIVES	STANDARDS OF PERFORMANCE	MEASURES	KNOWLEDGE AND SKILLS REQUIRED
Maintain automated library system.	<ul style="list-style-type: none"> Process book loans, returns and renewals Catalogue journal articles and perform internet /database searches for articles Maintain data collection system (library use statistics) Maintain interlibrary loans system Assist with photo archive 	<ul style="list-style-type: none"> Client feedback Peer feedback Management assessment Library Audit Stakeholder feedback Database management 	<ul style="list-style-type: none"> Knowledge of computerised library systems Knowledge of library collection development principles Accurate data entry skills Organisational skills
Process bookshop sales and maintain stock control system.	<ul style="list-style-type: none"> Ensure proper accountability for all monies collected Ensure bookshop supplies are recorded Liaise with FPWA bookkeeper as required. 	<ul style="list-style-type: none"> Client feedback Peer feedback Management assessment Financial Reports Stocktake reports 	<ul style="list-style-type: none"> Knowledge of cash handling procedures Ability to work alone and as part of a team Organisational skills Strong numerical skills
Update intranet, website and social media websites	<ul style="list-style-type: none"> Update content on FPWA intranet Assist in maintenance of FPWA website Update FPWA's social networking websites Facebook and Twitter 	<ul style="list-style-type: none"> Staff feedback Peer feedback Management assessment 	<ul style="list-style-type: none"> Good interpersonal skills. Understanding of website and web-based social networking principles

Sexual Health Services



CRITICAL OBJECTIVES	STANDARDS OF PERFORMANCE	MEASURES	KNOWLEDGE AND SKILLS REQUIRED
Maintain the audiovisual resource hire system	<ul style="list-style-type: none"> Take bookings for and maintain the working order of the system Assist staff and others with the operation of audiovisual equipment. Ensure equipment is correctly maintained and stored. 	<ul style="list-style-type: none"> Staff feedback Peer feedback Management assessment Hire/bookings register 	<ul style="list-style-type: none"> Knowledge of equipment Knowledge of departmental procedures Organisational skills
Maintain library fixtures, stock and displays	<ul style="list-style-type: none"> Maintain and update displays to reflect current topics/issues or new stock Ensure library is clean and fixtures/furniture are in good condition Ensure library stock is repaired or replaced as required Maintain responsibility for internal and external pamphlet/condom orders, including stock control 	<ul style="list-style-type: none"> Staff feedback Stakeholder feedback Management feedback 	<ul style="list-style-type: none"> Knowledge of display principles Organisational skills Time management skills Knowledge of organisation policies and procedures
Management of lending processes	<ul style="list-style-type: none"> Ensure lending is recorded Follow up on overdue items 	<ul style="list-style-type: none"> Management Assessment Library Reports Staff feedback 	<ul style="list-style-type: none"> Knowledge of lending procedures Organisational skills Communication and interpersonal skills
Assist in the preparation of FPWA e-newsletter, pamphlets, resources and other materials.	<ul style="list-style-type: none"> Understand FPWA publication guidelines. Source new resources and learning aids. 	<ul style="list-style-type: none"> Staff feedback Peer feedback Management assessment 	<ul style="list-style-type: none"> Knowledge of departmental procedures.

Sexual Health Services



CRITICAL OBJECTIVES	STANDARDS OF PERFORMANCE	MEASURES	KNOWLEDGE AND SKILLS REQUIRED
Attend meetings and staff development as required by Manager	<ul style="list-style-type: none"> • Attend meetings and staff development • Actively participate in meetings and staff development 	<ul style="list-style-type: none"> • Attendance • Management Assessment • Facilitator feedback • Peer feedback 	<ul style="list-style-type: none"> • Time management skills • Organisational skills • Strong communication skills
Represent FPWA to individuals, agencies and organisations	<ul style="list-style-type: none"> • Represent FPWA in a professional and courteous manner 	<ul style="list-style-type: none"> • Management Assessment • Stakeholder feedback • Client feedback 	<ul style="list-style-type: none"> • Interpersonal skills • Strong Communication skills • Excellent personal presentation • Knowledge of organisation policies • Knowledge and acceptance of organisation ethos
Comply with organisational policies and procedures	<ul style="list-style-type: none"> • Understand and comply with organisational policies and procedures 	<ul style="list-style-type: none"> • Management assessment 	<ul style="list-style-type: none"> • Knowledge of organisational policies
Work as part of a team	<ul style="list-style-type: none"> • Communicate appropriately with all team members • Demonstrate awareness of team members' needs and issues • Work with team members to achieve unit objectives 	<ul style="list-style-type: none"> • Management assessment • Peer Feedback 	<ul style="list-style-type: none"> • Strong communication skills • Interpersonal skills
Other duties as directed by Manager	<ul style="list-style-type: none"> • Complete tasks as assigned and as requested 	<ul style="list-style-type: none"> • Management assessment 	<ul style="list-style-type: none"> • Ability to fulfil a range of duties • Willingness to work as part of a team to ensure unit obligations are fulfilled

SELECTION CRITERIA

ESSENTIAL:

1. An understanding of basic library procedures
2. Computer literacy and knowledge of office software applications.
3. Excellent interpersonal and communication skills
4. A positive approach to customer service, with the ability to relate to a broad range of people with sensitivity and discretion
5. Good problem solving skills.
6. Ability to work collaboratively in a small team.
7. Able to respond to direction.
8. Ability to prioritise and organise own workload.
9. Attention to detail in carrying out tasks.
10. Commitment to the philosophy and objectives which guide the work of FPWA Sexual Health Services.
11. Awareness of own personal values, attitudes and beliefs and how they impact on communication with clients.
12. Commitment to on going personal and professional development.
13. National Police Clearance.

DESIRABLE:

1. No formal qualifications required, however progress toward qualification as library technician or librarian will be considered favourably (suit recent or near graduate)
2. Experience in an administrative or library role.
3. Experience of automated library systems.
4. Knowledge of health services, in particular sexual health.
5. Sound internet/database searching and information retrieval skills.

APPROVAL

	Name :	Signature:	Date:
Staff Member:			
Manager:	Rebecca Smith		