

Librarian - 6 months contract

The Mental Health Law Centre (WA) Inc. (the Centre) is an independent non-government not for profit community legal centre specialising in mental health law and is need of an experienced Librarian.

We are seeking a qualified, enthusiastic and experienced Librarian to establish, manage and operate a Library system for the Centre. The candidate must hold a relevant degree and/or postgraduate qualification which qualifies for associate membership of the Australian Library and Information Association.

This project is funded by Lotterywest. The contract is full time for the initial three months and three days per week for a further three months. This position attracts generous salary packaging options with an FTE salary of \$70,000 per annum *pro rata*. Employee Assistance Program for employees and immediate family members is available.

This position will be required to:

- Develop, establish and implement library and information policies and procedures;
- Develop and manage convenient, accessible library and information services;
- Develop and manage a cost-effective library;
- Perform original cataloguing and classification of print, audio-visual and electronic resources;
- Develop and maintain special indexing systems and files for special collections;
- Train library users to effectively search the Library catalogue;
- Ensure an accurate inventory of resources;
- Ensure efficient retrieval by users;
- Careful observance of confidentiality of the Centre's legal practice; and
- Perform other related duties.

Applications close Friday 01 February 2013.

Sandra Boulter
Principal Solicitor and General Manager

Mental Health Law Centre (WA) Inc.

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