



Adult Services Librarian

Part time 30 hours per fortnight

This is an excellent opportunity for an experienced or recently graduated librarian to join the enthusiastic and customer-focused team at Ellenbrook Community Library, in support of the City of Swan's approach to Life Long Learning Opportunities within our thriving and diverse community.

This role is responsible for the end to end co-ordination of adult programs and learning across all City of Swan libraries. This is achieved by establishing partnerships with a range of internal and external stakeholders. Assistance with the provision of general library and information services and special projects in the Ellenbrook Place is also required.

Success in this role will be demonstrated by the following criteria:

- Tertiary qualification in a relevant discipline, complemented by eligibility for membership of ALIA
- Current driver's licence, Police Clearance and compliance with the requirements of the Working With Children Act
- Excellent interpersonal and communication skills with a strong focus on customer needs and service quality
- The ability to continually add to your own understanding of the value of libraries in the community, within the context of an evolving local government model
- Experience in facilitating teams and workgroups, preferably in a library environment

The salary range for this position is \$67,829 to \$79,302 per annum pro rata, depending on skills and experience.

Enquiries - contact Lynda Tan on 9297 9601.

To apply, please submit your resume and cover letter at www.swan.wa.gov.au/careers

Closing Date: 5pm, Monday, 22 April 2013

POSITION DESCRIPTION

1. Position Identification

Title:	Adult Services Librarian				
Position Number:	30777	Jobscope Level:	L7	Agreement/Award:	<i>Modern Award – 01 Jan '10</i>
Division:	Place				
Business Unit:	Customer, Library and Visitor Services				
Date effective:	April 2013				

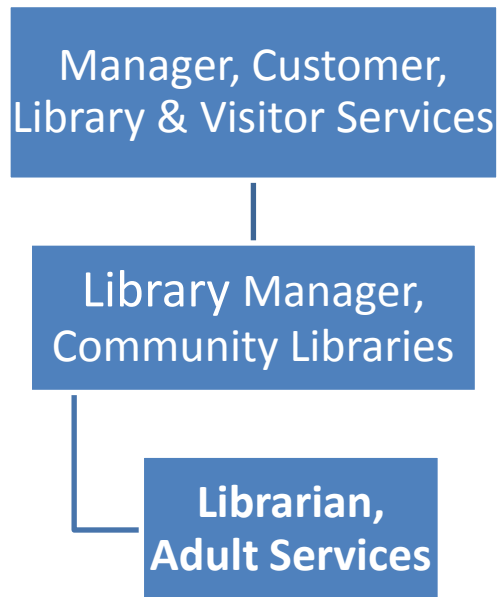
1. POSITION SUMMARY STATEMENT

Coordinate the planning, development, promotion, implementation and evaluation of adult programs and learning for City of Swan Library Services. To support a City-wide approach to the delivery of Life Long Learning opportunities to the community through the establishment of partnerships with other City business units, community groups, educational institutions and Government agencies. Assist with the provision of Library Services to the Ellenbrook Community.

2. BUSINESS UNIT ORGANISATION CHART

2.1

Reports to	Library Manager, Community Libraries (immediate Supervisor)
-------------------	--



2.2 Headcount and Budget

a) Number of Budgeted FTE Positions <u>directly</u> supervised	Permanent.....0.....Fixed term.....
b) Number of Budgeted FTE Positions <u>indirectly</u> supervised	Permanent.....0.....Fixed term.....
c) Total Number Budgeted FTE positions <u>directly and indirectly</u> supervised <i>Note – a + b = c</i>	Permanent.....0.....Fixed term.....
Operational Budget including Salaries and Wages	\$.....

- FTE = Full Time Equivalent

3. KEY ACCOUNTABILITIES and OUTCOMES

Live and work the **ORGANISATIONAL VALUES** of the City and ensure that the Business Unit exemplifies the Values

All employees are expected to work within City of Swan Values and display the following behaviours.

Respect: We will work co-operatively with our City colleagues, community and stakeholders. We will respect the individual, with an understanding of our diverse roles, whilst working and living in One City.

Excellence: We commit to providing excellent customer services with a “can do “ approach. It is our “can do” attitude that is built into our actions and behaviours, and allows us to be responsive to our changing environment.

Accountability - .We will take responsibility for our actions and behaviour. We will be ethical and act with integrity. Our professional behaviour will be reflected in our open and transparent decision making. We will provide good governance that addresses legislative and organisational compliance.

Leadership: We will lead by example, with professional pride in our City. We will set direction, provide guidance and help people to be the best they can be.

Key Accountabilities & Outcomes (including delegated Authority) <i>These are the Critical Success Factors for the role.</i>	<i>All underpinning Knowledge Skills and Abilities required to deliver the Purpose KAs and Outcomes of this position</i>			
	Specialist knowledge & skills	Judgement & problem solving skills	Interpersonal and Teamwork skills	Management skills
<ul style="list-style-type: none"> • Develop and deliver programs and activities to support and enhance reader development, lifelong learning and participation for all • Coordinate library staff at each of the branches to plan, develop and implement lifelong learning programs that meet the needs of the community • Plan and implement initiatives that optimise Swan Libraries capacity to support social inclusion • Promote and evaluate Adult Library programmes and events • Establish partnerships with other City of Swan Business Units and community groups to provide lifelong learning opportunities for the community • Assist with the provision of library services to the community in the Ellenbrook Place and the staff and students of the Ellenbrook 	<ul style="list-style-type: none"> • Demonstrated ability to plan, develop, implement and promote library services and programs • Demonstrated ability to lead and work in a team to achieve organisational goals • Excellent customer service skills and an ability to create a customer focused culture • Knowledge of the operations of the State Library of Western Australia and public libraries within WA • Sound computer and information literacy skills • Understanding of the role and functions of local government • Knowledge of relevant legislation such as Library Board Act of WA (1951), Copyright Act (1968) and the Broadcasting Services 	<ul style="list-style-type: none"> • Ability to identify, analyse and solve problems within established rules and procedures. • Use an analytical approach to problem solving and decision making on operational matters, and apply judgement. • Demonstrated ability to establish and maintain effective working relationships with internal and external customers and stakeholders; • Exercises a substantial degree of autonomy within the scope and responsibility of the position • Ability to exercise initiative, independent 	<ul style="list-style-type: none"> • Ability to develop and maintain partnerships with community groups to support the delivery of library services within the Place • Ability to facilitate and participate in teams and workgroups • Train and develop staff to enable them to provide excellent customer service and to continually improve the delivery of library services; • High level time management skills • Excellent interpersonal, communication and customer service skills 	<ul style="list-style-type: none"> • Ability to lead staff in multiple locations to create a one-team approach to programme delivery;

<p>Secondary College</p> <ul style="list-style-type: none"> • Initiate and undertake special projects as required by the Library Manager or the Library Management Team • Attend and participate at relevant meetings, professional activities and committees, both internally and externally • Interpret and apply the legislative obligations under the E.O and O.S.& H policies • Provide representation at relevant meetings, professional activities and committees both internally and externally 	<p>Act (1992)</p> <ul style="list-style-type: none"> • Understanding of the current and future role and value of public libraries 	<p>judgement and innovation</p>		
---	--	---------------------------------	--	--

Qualifications and Experience

<p><i>Requirements (essential and beneficial) to effectively perform the role.</i></p> <p><u>1. Qualifications</u></p> <ul style="list-style-type: none"> • Tertiary qualification in a relevant discipline. • Eligibility for professional membership of the Australian Library and Information Association of Australia • Current" C" class driver's license • A willingness to undergo assessment under the Working with Children (Criminal Record Checking) Act 2004 • Willingness to undergo the National Criminal History Record Check (DET) 	<p><u>Essential</u></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p><u>Beneficial</u></p>	<p><u>Comments</u></p>
---	--	--------------------------	------------------------

<i>Requirements (essential and beneficial) to effectively perform the role.</i>	<u>Essential</u>	<u>Beneficial</u>	<u>Comments</u>
<p>2. Experience</p> <p>No. of years -2.....</p> <ul style="list-style-type: none"> • Experience in facilitating teams and workgroups, preferably in an automated public library environment and demonstrated ability to work effectively in a team • Excellent interpersonal and communication skills • Strong focus on customer needs and service quality • Sound understanding of the current and future role and value of public libraries • Understanding of the role and functions of local government • Knowledge of the Public Library Service in Western Australia including the public library partnership with State Government • Understanding of relevant legislation such as Library Board Act of WA (1951), Copyright Act (1968) and the Broadcasting Services Act (1992), E.O & OH&S 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p><u>Preferably in a public library.</u></p>

VERIFICATION

The content of this Position Description is an accurate statement of the duties, responsibilities and other requirements of the job. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months. Incumbent employees must be consulted on any proposed changes to the content of Position Descriptions.

Employee (N/A if position is vacant)

Name _____ Date _____

Signature _____

Business Unit Manager

Completed / Revised by _____ Date _____

Name

Signature _____

Executive Manager

Verified and Authorised by _____ Date _____

Name

Signature _____