



## Librarian - Local Studies

Part time 43.5 hours per fortnight

*This is an excellent opportunity for an experienced or recently graduated librarian to join the enthusiastic and customer-focused team at Midland Public Library, in support of the City of Swan's significant Local History Collection.*

This role is responsible for co-ordinating materials and resources, providing a quality research and information service, and promoting the local history collection. Assistance with the provision of general library and information services and special projects in the Midland 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
- Technical skills in archival practice and procedures, and the ability to continually add to your own understanding and adopt future developments in local history
- Sound understanding of the role and value of local history within the community
- Excellent interpersonal and communication skills with a strong focus on customer needs and service quality
- 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 Rosalie Dolliver on 9267 9020.

**To apply**, please submit your resume and cover letter at [www.swan.wa.gov.au/careers](http://www.swan.wa.gov.au/careers)

**Closing Date: 5pm, Monday, 13 May 2013**

# POSITION DESCRIPTION

## 1. Position Identification

Title:	Librarian, Local Studies				
Position Number:	30157	Jobscope Level:	L7	Agreement/Award:	<i>Modern Award – 01 Jan '11</i>
Division:	Customer and Community Services				
Business Unit:	Library Services				
Date effective:	23 April 2013				

## 1. POSITION SUMMARY STATEMENT

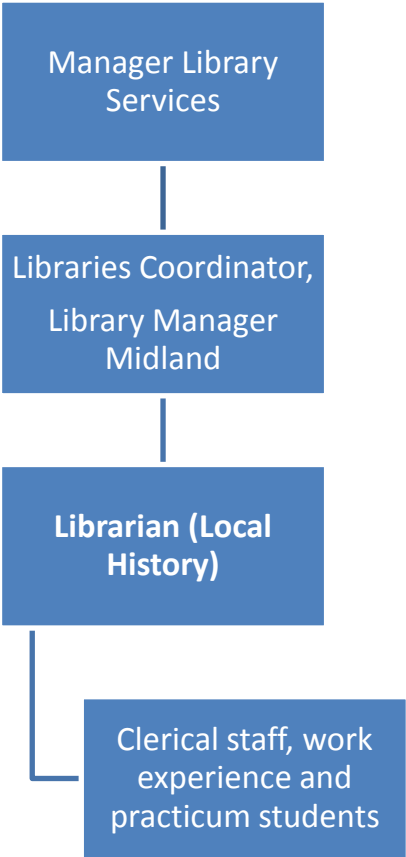
The Librarian, Local Studies is to source, select, acquire, organise and maintain materials and resources relating to history of the City of Swan, whilst ensuring a quality customer-focussed research and information service from the Local History Collection.

There will be a strong focus on promoting the local history collection to the City of Swan, schools and the community in general.

**2. BUSINESS UNIT ORGANISATION CHART**

**2.1**

<b><i>Reports to</i></b>	Library Operations Manager (immediate Supervisor)
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## 2.2 Headcount and Budget

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

- 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.

<b>Key Accountabilities &amp; Outcomes (including delegated Authority)</b> <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>			
	<b>Specialist knowledge &amp; skills</b>	<b>Judgement &amp; problem solving skills</b>	<b>Interpersonal and Teamwork skills</b>	<b>Management skills</b>
<ul style="list-style-type: none"> <li>Identify, source, acquire, and maintain materials and resources relating to history of the City of Swan</li> <li>Provide a quality customer-focussed research and information service relating to the history of the City of Swan to other City departments and the community;</li> <li>Actively markets and promotes the resources of the Local History Collection to the City and the community</li> <li>Arranges, describes and classifies specific materials within the Collection in accordance with accepted Australian and industry standards and practices to facilitate access</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive knowledge of local history and archival practice and procedures</li> <li>Demonstrated ability to plan, develop, implement and evaluate programmes applicable to Local History library services</li> <li>Extensive knowledge of current practices and future developments in Local History in Australia and WA</li> <li>Ability to work under limited guidance</li> <li>Be self-motivated and manage own time in an effective manner</li> </ul>	<ul style="list-style-type: none"> <li>Use an analytical approach to problem solving and decision making on specialist matters, apply judgement.</li> <li>Exercises a substantial degree of autonomy within the scope and responsibility of the position</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated ability to develop and maintain partnerships within the community to support the delivery of Local History library services across the City</li> <li>Ability to build and maintain effective liaison with internal and external customers</li> <li>Well developed verbal and written communication and networking skills</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the planning, development, maintenance and promotion of the Local History Collection with reference to the Library Manager, Midland</li> <li>Exercises a substantial degree of autonomy within the scope and responsibility of the position</li> </ul>

<ul style="list-style-type: none"> <li>Builds networks throughout the City of Swan communities with community historical societies, museums and individuals</li> </ul>	<ul style="list-style-type: none"> <li>Excellent customer service skills and a strong focus on customer needs and service quality</li> </ul>			
<b>Key Accountabilities &amp; Outcomes (including delegated Authority)</b> <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>			
	<b>Specialist knowledge &amp; skills</b>	<b>Judgement &amp; problem solving skills</b>	<b>Interpersonal and Teamwork skills</b>	<b>Management skills</b>
<ul style="list-style-type: none"> <li>Prepares suggestions for the Local History Collection Budget and administers purchases;</li> <li>Prepare and present displays and public programmes, including oral histories and education resource kits;</li> <li>Participate in and promote the development of library process improvement initiatives</li> <li>Index local community newspapers, including retrospective indexing of old newspapers</li> <li>Monitors the use of the Local History Collection</li> </ul>	<ul style="list-style-type: none"> <li>Sound computer and information literacy skills</li> <li>Knowledge of the Public Library Services in Western Australia including the public library partnership with State Government and the Framework Agreement between Local and State Government</li> <li>Knowledge of relevant legislation such as the Library Board Act of WA (1951), the Copyright Act (1968), the Broadcasting Services Act (1992) and the Heritage Act</li> <li>Awareness of Place</li> </ul>		<ul style="list-style-type: none"> <li>High level time management skills</li> <li>Demonstrated ability to work effectively in a team to achieve organisational goals</li> <li>Provide active representation at relevant meetings, professional activities and committees both internally and externally</li> <li>Highly developed interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Initiates and undertakes special projects as required by the Manager, Customer, Library &amp; Visitor Services and Library Manager</li> <li>Contributes to the development of library policies</li> </ul>

<ul style="list-style-type: none"> <li>• Initiate and assist in the completion of special projects for Library Services, the Place Division and/or the City of Swan</li> <li>• Provide a relevant and timely reference and information service to clients using a range of print, non-print and on-line resources.</li> <li>• Assist clients in the use of library equipment and resources</li> <li>• Undertake operations to ensure the effective circulation of materials</li> </ul>	<p>Management practice and the ability to work with cross functional teams</p> <ul style="list-style-type: none"> <li>• Understanding of the role and functions of local government</li> <li>• Understanding of the Australian Business Excellence Framework</li> </ul>			
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## Qualifications and Experience

<i>Requirements (essential and beneficial) to effectively perform the role.</i>			
1. Qualifications	<u>Essential</u>	<u>Beneficial</u>	<u>Comments</u>
<ul style="list-style-type: none"> <li>Relevant tertiary degree</li> <li>Eligibility for professional membership of the Australian Library and Information Association</li> <li>Current "C" Class driver's licence</li> </ul>	✓ ✓ ✓		
2. Experience- Minimum 2 years	<u>Essential</u>	<u>Beneficial</u>	<u>Comments</u>
<ul style="list-style-type: none"> <li>Comprehensive knowledge of local history and archival practice and procedures</li> <li>Demonstrated ability to plan, develop, implement and evaluate programmes applicable to Local History library services</li> <li>Sound understanding of the role and value of local history within the community</li> <li>Extensive knowledge of current practices and future developments in Local History in Australia and WA</li> <li>Understanding of relevant legislation such</li> </ul>	✓ ✓ ✓	✓	

as Library Board Act of WA (1951), Copyright Act (1968) and the Broadcasting Services Act (1992), E.O & OH&S			
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## 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 \_\_\_\_\_