

# Job Application Pack

## Library Assistant

Part-Time (37.5 hours per fortnight)

Temporary - 9 Month Contract

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Thank you for your interest in this position.

This job pack contains the following information:

- Job Details
- Application Information
- Position Description
- Selection Criteria

If you require further information about the position please contact **Rebecca Smith, Manager of Information Services** on 08 9227 6177 (not to be contacted for Job Pack).

For more information about FPWA visit our website at [www.fpwa.org.au](http://www.fpwa.org.au).

**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.**

### Job Details

The FPWA Sexual Health Services Library and Bookshop has an extensive range of resources available for loan, hire and sale on topics such as men's and women's health, puberty, sex education, contraception, sexually transmissible infections (STIs), sexual abuse, sexual orientation, relationships, and more.

We are seeking an enthusiastic Library Assistant to join our friendly team. The successful applicant will be offered a part-time position (37.5 hours per fortnight) on a 9 month, fixed-term contract which may have the possibility of an extension.

This position reports to the Manager of Information Services, and is required to person the circulation desk of the FPWA Library and Bookshop. The duties include but not limited to:

- Assisting library clients, processing loans and returns, answering basic reference queries and maintaining automated library system
- Processing bookshop sales, maintaining stock control system, and ensuring proper accountability for all monies collected
- Process pamphlet and condom orders
- Maintaining the automated library system
- Taking bookings for and maintaining the audio-visual resource hire system

- Maintaining data collection system (library use statistics)
- Shelving, filing and photocopying.

The successful candidate will possess:

- Excellent communication and interpersonal skills
- An understanding of basic library procedures
- A high level of computer literacy
- The ability to work collaboratively in a small team
- The ability to relate to a broad range of people with sensitivity and discretion

Benefits for working at FPWA Sexual Health Services include convenient Northbridge location, flexible working arrangements, salary packaging, 17.5% annual leave loading, affordable car park, study allowance leave and internal holidays.

Please refer to the Job Description below for the full work related requirements including the selection criteria.

## Application Information

### Submitting Your Application

Please submit your completed application including:

- ➔ A covering letter, statement of claims **addressing the selection criteria** and
- ➔ A detailed resume.

Application can be submitted via:

**Email:** [recruitment@fpwa.org.au](mailto:recruitment@fpwa.org.au).

**Post:** Melinda Anderson  
Senior HR Adviser  
FPWA  
PO Box 141  
Northbridge 6865

### Important Information

- ➔ **Closing date for applications is Monday, 20<sup>th</sup> January 2014**
- ➔ Please ensure you have read the 'Guide for Job Applicants' available at [www.fpwa.org.au/employment](http://www.fpwa.org.au/employment) before applying for a position at FPWA.

# Position Description

## Library Assistant, Information Services

Part-Time (37.5 hours per fortnight)



<b>Employment Status</b>	Part-Time	<b>Hours</b>	37.5 hours / fortnight
<b>Department</b>	Information Services	<b>Responsible To</b>	Manager of Information Services
<b>Classification</b>	Negotiable according to skills and experience	<b>Date of Issue</b>	January 2014
<b>Review</b>	To be reviewed annually by Human Resources and Manager		
<b>Job Purpose</b>	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"> <li>→ Person the library desk</li> <li>→ Answer basic reference queries promptly and accurately</li> <li>→ Communicate with clients professionally and appropriately</li> <li>→ Demonstrate knowledge of resources</li> <li>→ Perform internet and library database searches for information resources</li> <li>→ Assist with library current awareness list</li> <li>→ Handle information in a confidential manner</li> <li>→ General administration duties including shelving, filing and photocopying</li> </ul>	<ul style="list-style-type: none"> <li>→ Client feedback</li> <li>→ Peer feedback</li> <li>→ Management assessment</li> <li>→ Library Audit</li> <li>→ Stakeholder feedback</li> <li>→ Database management</li> <li>→ Documents prepared and issued</li> </ul>	<ul style="list-style-type: none"> <li>→ Demonstrated skills in oral and interpersonal communication.</li> <li>→ Working knowledge of computerised library systems</li> <li>→ Accurate data entry skills</li> <li>→ Database searching and information retrieval skills</li> <li>→ Enthusiastic and self-confident.</li> <li>→ Ability to work alone or as part of a team.</li> <li>→ Knowledge of FPWA resources.</li> <li>→ Awareness of Privacy Principles and other Governance frameworks.</li> <li>→ Organisational skills</li> <li>→ Time Management skills</li> </ul>
Maintain automated library system.	<ul style="list-style-type: none"> <li>→ Process book loans, returns and renewals</li> <li>→ Catalogue journal articles</li> <li>→ Maintain data collection system (library statistics)</li> <li>→ Maintain interlibrary loans system</li> <li>→ Scan photos and add records to photo archive</li> </ul>	<ul style="list-style-type: none"> <li>→ Client feedback</li> <li>→ Peer feedback</li> <li>→ Management assessment</li> <li>→ Library Audit</li> <li>→ Stakeholder feedback</li> <li>→ Database management</li> </ul>	<ul style="list-style-type: none"> <li>→ Knowledge of computerised library systems</li> <li>→ Knowledge of library collection development principles</li> <li>→ Accurate data entry skills</li> <li>→ Organisational skills</li> </ul>

CRITICAL OBJECTIVES	STANDARDS OF PERFORMANCE	MEASURES	KNOWLEDGE AND SKILLS REQUIRED
Process bookshop sales and maintain stock control system.	<ul style="list-style-type: none"> <li>→ Ensure proper accountability for all monies collected</li> <li>→ Compile and send out bookshop orders</li> <li>→ Ensure bookshop supplies are recorded</li> <li>→ Liaise with FPWA bookkeeper as required.</li> </ul>	<ul style="list-style-type: none"> <li>→ Client feedback</li> <li>→ Peer feedback</li> <li>→ Management assessment</li> <li>→ Financial Reports</li> <li>→ Stocktake reports</li> </ul>	<ul style="list-style-type: none"> <li>→ Knowledge of cash handling procedures</li> <li>→ Ability to work alone and as part of a team</li> <li>→ Organisational skills</li> <li>→ Strong numerical skills</li> </ul>
Update intranet	<ul style="list-style-type: none"> <li>→ Update content on FPWA intranet</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff feedback</li> <li>→ Peer feedback</li> <li>→ Management assessment</li> </ul>	<ul style="list-style-type: none"> <li>→ Good interpersonal skills.</li> <li>→ Understanding of website and web-based social networking principles</li> </ul>
Maintain the audio-visual resource hire system	<ul style="list-style-type: none"> <li>→ Take bookings for and maintain the working order of the system</li> <li>→ Assist staff with the operation of audio-visual equipment.</li> <li>→ Ensure equipment is correctly maintained and stored.</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff feedback</li> <li>→ Peer feedback</li> <li>→ Management assessment</li> <li>→ Hire/bookings register</li> </ul>	<ul style="list-style-type: none"> <li>→ Knowledge of equipment</li> <li>→ Knowledge of departmental procedures</li> <li>→ Organisational skills</li> </ul>
Maintain library fixtures, stock and displays	<ul style="list-style-type: none"> <li>→ Maintain and update displays to reflect current topics/issues or new stock</li> <li>→ Ensure library is clean, shelves are tidy, and fixtures/furniture are in good condition</li> <li>→ Ensure library stock is repaired or replaced as required</li> <li>→ Process and mail out pamphlet/condom orders</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff feedback</li> <li>→ Stakeholder feedback</li> <li>→ Management feedback</li> </ul>	<ul style="list-style-type: none"> <li>→ Knowledge of display principles</li> <li>→ Organisational skills</li> <li>→ Time management skills</li> <li>→ Knowledge of organisation policies and procedures</li> </ul>
Management of lending processes	<ul style="list-style-type: none"> <li>→ Ensure lending is recorded</li> <li>→ Follow up on overdue items</li> </ul>	<ul style="list-style-type: none"> <li>→ Management Assessment</li> <li>→ Library Reports</li> <li>→ Staff feedback</li> </ul>	<ul style="list-style-type: none"> <li>→ Knowledge of lending procedures</li> <li>→ Organisational skills</li> <li>→ Communication and interpersonal skills</li> </ul>
Attend meetings and staff development as required by Manager	<ul style="list-style-type: none"> <li>→ Attend meetings and staff development</li> <li>→ Actively participate in meetings and staff development</li> </ul>	<ul style="list-style-type: none"> <li>→ Attendance</li> <li>→ Management Assessment</li> <li>→ Facilitator feedback</li> <li>→ Peer feedback</li> </ul>	<ul style="list-style-type: none"> <li>→ Time management skills</li> <li>→ Organisational skills</li> <li>→ Strong communication skills</li> </ul>
Represent FPWA to individuals, agencies and organisations	<ul style="list-style-type: none"> <li>→ Represent FPWA in a professional and courteous manner</li> </ul>	<ul style="list-style-type: none"> <li>→ Management Assessment</li> <li>→ Stakeholder feedback</li> <li>→ Client feedback</li> </ul>	<ul style="list-style-type: none"> <li>→ Interpersonal skills</li> <li>→ Strong Communication skills</li> <li>→ Excellent personal presentation</li> <li>→ Knowledge of organisation policies</li> <li>→ Knowledge and acceptance of organisation ethos</li> </ul>
Comply with organisational policies and procedures	<ul style="list-style-type: none"> <li>→ Understand and comply with organisational policies and</li> </ul>	<ul style="list-style-type: none"> <li>→ Management assessment</li> </ul>	<ul style="list-style-type: none"> <li>→ Knowledge of organisational policies</li> </ul>

CRITICAL OBJECTIVES	STANDARDS OF PERFORMANCE	MEASURES	KNOWLEDGE AND SKILLS REQUIRED
	procedures		
Work as part of a team	<ul style="list-style-type: none"> <li>→ Communicate appropriately with all team members</li> <li>→ Demonstrate awareness of team members' needs and issues</li> <li>→ Work with team members to achieve unit objectives</li> </ul>	<ul style="list-style-type: none"> <li>→ Management assessment</li> <li>→ Peer Feedback</li> </ul>	<ul style="list-style-type: none"> <li>→ Strong communication skills</li> <li>→ Interpersonal skills</li> </ul>
Other duties as directed by Manager	<ul style="list-style-type: none"> <li>→ Complete tasks as assigned and as requested</li> </ul>	<ul style="list-style-type: none"> <li>→ Management assessment</li> </ul>	<ul style="list-style-type: none"> <li>→ Ability to fulfil a range of duties</li> <li>→ Willingness to work as part of a team to ensure unit obligations are fulfilled</li> </ul>

## 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 ongoing 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.