



Librarian Part-Time  
PRA 15/01

# Librarian - Part Time

**PRA 15/01  
Part Time, 60 hours per fortnight**

## **The Position**

A rare opportunity has presented itself for a qualified Librarian to join the Shire of Broome Library, on a permanent, part time basis. The key focus for this position is to assist the Manager to develop and promote high quality and effective library and information services through the cataloguing of local stock and assist with other projects as required.

## **The person we seek**

The successful applicant will have a degree qualification in Librarianship or a comparable program with demonstrated experience as a professional Librarian. Demonstrated experience in original and copy cataloguing in line with AACR2 and DDC is also required. To be successful in obtaining this position you will have highly developed communication and interpersonal skills, a detailed knowledge of Library services and systems and strong research and analytical skills

## **What we offer**

A cash component of \$69,345 – \$73,633 per annum (pro-rata) is offered depending on your qualifications and experience (this package is inclusive of a Broome and Housing Allowance). Attractive Superannuation benefits (up to 15.5%), five weeks annual leave plus 2 days travel leave (pro rata and after 12 months of service with a 17.5% leave loading payable on four weeks) and a comprehensive salary sacrifice package is available.

## **Interested?**

Applications should be sent electronically to [hr@broome.wa.gov.au](mailto:hr@broome.wa.gov.au), by fax on (08) 9191 3455, by post to PO Box 44, Broome 6725 or alternatively by delivery to the Shire Reception at 27 Weld Street (cnr Weld and Haas Streets).

For more information contact Human Resources on 08 9191 3456.

For more information on Broome visit: <http://www.youtube.com/watch?v=QomGobdAv9o>.

## Application Deadline

Applications for this position are to quote **PRA-15/01** and are to be received no later than **4:00pm Wednesday 18<sup>th</sup> February, 2015**.

Address applications to:  
Human Resources Officer  
Shire of Broome  
PO Box 44  
BROOME WA 6725

Applications may be sent electronically to [hr@broome.wa.gov.au](mailto:hr@broome.wa.gov.au), or by fax 08 9191 3455.

## Position Details

### Librarian – Part-Time

Thank you for your enquiry regarding our position advertised.

If you decide to apply for this position, please include the following:

1. Application for Employment Form (found on our website under Employment Opportunities) *All fields must be completed.*
2. A covering letter introducing yourself and explaining why you are applying for this position.
3. A detailed response to the selection criteria (see below for hints).
4. A current resume with the details of your past employment experience, and other information including skills, experiences etc. which you feel are relevant to the position.
5. Professional referees: All external applicants are to submit a minimum of two referees. References must be obtained from direct reports, being either a supervisor or manager responsible for overseeing the day to day performance of the candidate. Shire management reserve the right to request up to a maximum of two additional references checks as required.

### Hints for Selection Criteria:

To be eligible for consideration, a person must meet all essential selection criteria as part of the Shortlisting (or selection for interview) process. Although there is no right or wrong way to format your written application, you must address each selection criteria. This is to identify how well your knowledge, skills and abilities meet this criteria. Write your application so that the selection panel can fully appreciate your capabilities.

The following information is a guideline to the type of information required in your detailed response to the Selection Criteria:

- Statements which concisely describe how you meet each of the selection criteria, starting with the “essential” criteria.
- The statements, in paragraph form, may include examples of the type of work, be it paid or unpaid work that you have completed. In other cases details of your qualifications may be applicable.

Do not include irrelevant information or “padding” – be clear and concise.

### **The Recruitment/Selection process**

- Once the position has been advertised, applications are accepted for a period of approximately 10 days. Closing date will be nominated in the advertisement. Late applications may be accepted, but only in exceptional circumstances. If accepted, a late application will only be considered up to the close of short listing and in all cases the selection panel will assess each late application on its merits.
- Applicants selected for interview will be contacted. Each application is treated confidentially, but if you do not wish to be contacted at work, please make alternative arrangements e.g. alternate contact number during working hours, mobile phone number.
- At the time of contact for interview please advise of any special needs e.g. building access or communication assistance.
- The interview panel will have a structured set of questions to ask each applicant which are relevant to the position.
- In some cases, the panel may request an interactive scenario be undertaken as part of the selection process. This may include a role play or similar to determine the applicants level of competence. Notice of this will be given at the time applicants are invited for interview.
- When required, reference checks will be undertaken following interviews and only with the nominated referees.
- The position is offered to the successful applicant as soon as possible after interview. This may be within 5 working days of the interview.
- In some positions where levels of fitness are required to adequately perform duties, applicants will be required to complete a pre-employment medical. In all other positions a medical questionnaire is completed on commencement only to provide a background to ensure that the job does not aggravate a pre-existing illness, condition or injury.
- ***Please note due to the high volume of applications received; only applicants short-listed for interview will be contacted by the Human Resources team. To those applicants not shortlisted, we extend our appreciation for considering The Shire of Broome as a potential employer***

### **Position Description and Details**

A copy of the Position Description is attached. For any further details please contact the Human Resources Officer on (08) 9191 3456.

## Summary of Conditions of Employment and Entitlements

Salary Package details (per annum figures)

Salary Level : 5.1 (pro rata)	\$ 69,345	Salary Level : 5.4 (pro rata)	\$ 73,633
Broome Allowance: (pro rata)	\$11,174	Broome Allowance: (pro rata)	\$11,174
Housing Assistance (pro rata)	\$9,100	Housing Assistance (pro rata)	\$9,100
<b>Cash component: (pro rata)</b>	<b>\$ 89,619</b>	<b>Cash component: (pro rata)</b>	<b>\$ 93,907</b>
Super: 15.5% (assuming a 6% employee co-contribution)	\$ 13,890	Super: 15.5% (assuming a 6% employee co-contribution)	\$ 14,555
<b>Total Package Value: (pro rata)</b>	<b>\$ 103,509</b>	<b>Total Package Value: (pro rata)</b>	<b>\$ 108,462</b>

### Award:

Employment conditions are in accordance with the Shire of Broome Inside Staff Enterprise Agreement 2011.

### Salary:

A base salary is offered at Level 5.1 to 5.4 from \$69,345 - \$73,633 (pro rata) per annum (depending on qualifications, skills and experience).

### Broome Allowance:

A Broome allowance of \$11,174 (pro rata) per annum is in addition to the above base salary figure.

### Housing Assistance:

A Housing Assistance allowance of \$9,000 per annum is paid in addition to the above salary figure.

When an employee utilises Council as head-tenant and sub-leases property, a valid Salary Sacrifice Arrangement (SSA) can be achieved, and the following example provides guidance as to the benefit achieved:

\$600	Weekly Rent
<u>(\$175)</u>	Housing Subsidy
\$425	Net rent
<u>(\$146)</u>	Approximate Tax Saving (based on 32.5% plus Medicare Levy of 2%)
\$279	Approximate net-weekly rental cost to employee

### Hours of Work:

This position is required to work 30 hours per week over a five day week as negotiated. Additional hours to provide relief may be requested

### Overtime:

No overtime is payable unless it you have prior approval, authorised in writing, from your Manager.

### **Annual Leave:**

Employees will be entitled to 25 DAYS annual leave (pro rata) after twelve months continuous service. In addition a 17.5% loading is paid after twelve months service on four (4) weeks both in proportion to the hours worked. You will also be entitled to two (2) days (pro rata) travel leave after twelve months continuous service.

### **Personal Leave:**

You will be entitled to (15) fifteen personal leave days (pro rata) per year.

### **Long Service Leave:**

Thirteen (13) weeks (pro rata) after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

### **Uniform Policy:**

Employees are currently provided with a uniform in accordance with the Shire of Broome Inside Staff Enterprise Agreement.

### **Broome Recreation and Aquatic Centre (BRAC) Membership:**

Employees may be provided with an adult access membership to the Broome Recreation and Aquatic Centre in accordance with the Shire of Broome Inside Staff Enterprise Agreement.

### **Superannuation:**

Superannuation Guarantee: Council currently contributes 9.5% of fortnightly salary.

#### Additional contributions (optional):

Council currently contributes an additional 6% (to a total of 15.5%) of fortnightly salary when an employee contributes a minimum of 6% of their fortnightly salary. If this option is taken, there is 21.5% contributed to the employee's Superannuation account; 15.5% from the Employer and 6% from the employee. Extra contribution is applicable only if contributing to the WA Super Fund.

### **Probationary Period:**

A three-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the manager/supervisor for an additional period of no greater than three months.

### **Performance Reviews:**

Reviews are undertaken annually by the Manager.

### **Medical Examination:**

All new appointees to Council staff are required to complete a medical questionnaire on commencement. If necessary a Medical examination will be required. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Broome. Existing illness will not preclude an appointment.

### **Code of Conduct:**

Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and policies as adopted and modified from time to time.

# Position Description

<b>Position Title:</b>	Librarian
<b>Classification:</b>	Level 5
<b>Agreement:</b>	The Shire of Broome Inside Staff Enterprise Agreement
<b>Department:</b>	Library and Heritage
<b>Location:</b>	Broome Public Library
<b>Date reviewed:</b>	December 2014
<b>Approved by:</b>	Manager Library and Heritage

## Commitment of the Shire of Broome

### Our Vision for the Shire of Broome:

A thriving and friendly community that recognises our history and embraces cultural diversity and economic opportunity, whilst nurturing our unique natural and built environment.

### Our Mission:

To deliver affordable and quality Local Government services.

### Our Values are:

<i>Communication:</i>	Actively consult, engage and communicate with, and on behalf of the community
<i>Integrity:</i>	Be honest, equitable and ethical in all our dealings.
<i>Respect:</i>	Recognise and respect the individual and unique requirements of all people, cultures and groups.
<i>Innovation</i>	Drive change through leadership and energy.
<i>Transparency:</i>	Be open and accountable in all our activities.
<i>Courtesy:</i>	Provide courteous service and helpful solutions.
<i>Code of Conduct:</i>	For Council Members, Committee & Working Group Members and Employees (as amended May 2014)

## Position Purpose and Objectives

To assist Manager Library and Heritage to develop and promote high quality and cost effective library and information services appropriate to the present and future informational, educational and recreational requirements of the community and provide professional support to libraries within the region in accordance with Council policy and the requirements of the State Library of Western Australia

## Key Responsibilities and Duties

### Library Services - General

- Provide professional advice and assistance on Library matters and maintain effective communication to other Council Divisions, Councillors, the public, and consultants, in order to contribute to the planned development of the Library and its services.
- Provide cataloguing service for local materials and amendments to State materials to reflect local needs.
- Provide specialist skills to develop and preserve Local History collection.
- Deputise for the Deputy Manager Library Services during periods of absence.
- Assist with the development and management of Library collections and services.
- Promote Library Services and develop a professional network of contacts.
- Oversee work experience programs and volunteer programs.

### Holiday Programs and Special Projects

- Organise and conduct young reader activities and programs.
- Initiate holiday programs.
- Coordinate Children's Story Telling programs and competitions.
- Promote Library Services.
- Coordinate Early Literacy programs.

### Human Resource Management

- Assist with interviews and make recommendations on the appointment of temporary and permanent Library Staff if required.
- Ensure Annual Performance Reviews are completed on time and within the bounds of Council Performance Review Policy.
- Ensure compliance with OSH Legislation.
- Manage the annual review of procedure manuals.

## **Customer Interface**

- Respond to inquiries or complaints from the public and internal requests for services.
- Where relevant maintain effective and co-operative communication with, businesses, ratepayers and other major stakeholders, to ensure ethical and transparent working relationships are maintained in carrying out Council policy.
- Provide information on Library Services to the general community and Council staff.

## **Corporate / Organisational:**

- If requested represent Council on external committees and attend public meetings in order to provide advice and recommendation on Library matters.
- Contribute to the achievements of the Directorate generally.
- Undertake special projects within skill base and qualifications.

## **Organisational Relationship/Context**

<b>Reports to:</b>	Manager Library and Heritage
<b>Internal Contacts:</b>	Deputy Manager Library Services Deputy CEO/Director Business Enterprise, Property & Community Chief Executive Officer All Staff as required All Departmental Staff
<b>External Contacts:</b>	Councillors Public/Ratepayers Other Local Governments State Library of Western Australia Other Public Libraries Business and professional groups Government agencies Authors and Artists Other Librarians
<b>Performance Review:</b>	Probation period – first three months of employment Review to be conducted annually by Manager Library and Heritage

## Key Selection Criteria

### Essential Skills, Knowledge and Experience:

1. Developed communication and interpersonal skills, together with demonstrated negotiation skills.
2. Developed time management skills.
3. Developed knowledge of program design and implementation.
4. Demonstrated ability to develop and maintain partnership networks.
5. Demonstrated professional experience in a Library.
6. Detailed knowledge of Library Services and Systems, including Cataloguing.

### Qualifications and/or Training:

1. Degree qualification in Librarianship or equivalent program.
2. Associate membership of or eligibility for associate membership in the Australian Library and Information Association.
3. Formal studies in a management related discipline would be highly regarded.
4. Current unrestricted "C-A" (Automatic) or "C-B" (Manual) class national driver's license.
5. Working With Children Card.

### Desirable Skills, Knowledge and Experience:

1. Knowledge of practices of the State Library of Western Australia and Public Libraries
2. Experience with AmLib Library Management System