



North Metropolitan Health Service  
**Job Description Form**

HSS Registered May 2016

## Librarian

**Health Salaried Officers Agreement: HSO Level P1**

**Position Number: 007801**

**Library & Information Services**

**Sir Charles Gairdner Hospital/North Metropolitan Health Service**

### Reporting Relationships

Deputy Director Medical Services

Award Level: SMP Year 1-9

Position Number: 001896



Head of Department, Library & Info Services

Award Level: HSO Level P3

Position Number: 000021



**This Position**



Also reporting to this supervisor:

- nil

Directly reporting to this position:

Title	Classification	FTE
nil		

Other positions under control

- 

### Prime Function / Key Responsibilities

Provides library and information services to clients to support their clinical practice, research, education, policy and management responsibilities. Practices as a Librarian as per profession and departmental standards and North Metropolitan Health Service (NMHS) policies and guidelines.

**Brief Summary of Duties (in order of importance)**

**1. Reference, Information and Education Services**

- 1.1 Provides a reference service using databases, the internet and other library resources.
- 1.2 Advises clients on requirements for publication, the quality evidence-based clinical decision support resources available for use, copyright/license agreements.
- 1.3 Provides support and training in the use of library resources, services and software such as EndNote for library clients.

**2. Collection Services**

- 2.1 Acquires accessions and discards print materials in line with Library policies.
- 2.2 Catalogues and classifies materials received by the library.
- 2.3 Assists in the development of the library's online pages and updates/maintains details of available online content in all relevant platforms.
- 2.4 Maintains patron and collection data in the Library Management System.
- 2.5 Troubleshoots problems clients have in accessing library resources and where unable to resolve them, escalates appropriately.
- 2.6 Maintains library equipment and supplies to support operational requirements.

**3. Borrowing & Document Delivery Services**

- 3.1 Provides borrowing services to clients and monitors return of inter-library loan materials, issues overdue invoices as required.
- 3.2 Processes document delivery requests and obtains material from local, interstate and overseas libraries by the most cost-effective and efficient means.

**4. Professional and Team Functions**

- 4.1 Engages in continuing professional development/education and ensures continuous eligibility for membership of the Australian Library and Information Association.
- 4.2 Consults with senior staff to review policies, procedures and work methods/service improvements and outcomes and undertakes other administrative tasks as required.
- 4.3 Participates in departmental and other meetings as required to meet organisational and service objectives.

**5. NMHS Governance, Safety and Quality Requirements**

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**6. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Tertiary qualifications in Library studies and eligibility for full professional membership of the Australian Library and Information Association (ALIA).
2. Competence in the use of electronic databases and resources, information platforms and systems commonly encountered in library environments.
3. Demonstrated ability in applying time management and organisational skills when planning, providing and monitoring library services.
4. Well-developed interpersonal, written and verbal communication skills including the ability to liaise, educate and communicate effectively with library clients.
5. Demonstrated ability to work autonomously and effectively in a team setting.

### **Desirable Selection Criteria**

1. Previous experience working within a health or special library.
2. Ability to adapt to changing technologies for service delivery and resource management.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### **Appointment Prerequisites**

Appointment is subject to:

- Evidence of eligibility for or current full professional membership of the Australian Library and Information Association must be provided before commencement;
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### **Manager/Supervisor**

Name:  
Signature/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date: