



Librarian

Court and Tribunal Services

Salary: Level 1 Specified Callings, PS CSA 2021, \$70,165 - \$94,345 per annum

Position number: Pool Ref 021395

Work type: Permanent - Part Time, Permanent - Full Time, Fixed Term - Full Time, Fixed Term - Part Time

Location: Perth CBD

Closing date: 2021-10-28 4:30 PM (YYYY-MM-DD)

Attachments: - [job description form - librarian l1sc \(generic\) .pdf](#)

You can view and print these PDF attachments by downloading [Adobe Reader](#).

About us

When you join the Department of Justice, you become part of a people-focused organisation, working hard to make our community a fairer and safer place to live. We offer many different employment opportunities in locations around Western Australia. You will have a chance to make a real difference to your local communities and to the lives of those you work with.

About the role

Qualified Librarian (Law)

Join a team of experienced librarians delivering a highly specialised library and information service to the State's judicial and legal officers and members of the legal profession.

In this role you will carry out a range of professional duties including -

- (1) provision of legal reference and information services;
- (2) information resource management, and
- (3) system maintenance and support.

You will also have the opportunity to participate in planning and policy setting for the Department's network of library collections.

Eligibility to Apply

Applicants must hold a Bachelor of Arts (Librarianship and Corporate Information Management) or equivalent, conferring eligibility for professional membership of the Australian Library and Information Association.

About you

We are looking for a client focused Librarian to join our team in delivering a highly specialised service to the State's judicial and legal officers and members of the legal profession.

All employees are required to undergo employment screening, which includes a National Criminal History Check and other checks that may be relevant to the position requirements.

How to apply

Please ensure you review the attached JDF for further information about the requirements of the position. This information will assist you with the preparation of your application.

We require you to submit:

A current comprehensive CV including the contact details of two referees and a statement no more than two pages addressing the following **Work Related Requirements**. Please provide examples to support your claims.

1. Qualification - Bachelor of Arts (Librarianship and Corporate Information Management) or equivalent, conferring eligibility for professional membership of the Australian Library and Information Association.
2. Communication
3. Team building and maintaining relationships
4. Time management and Organisational

All remaining **Work Related Requirements** will be assessed at a later stage in the recruitment process.

Please ensure you allow sufficient time to submit your application, **as late applications will not be accepted.**

To submit your application click the **“Apply for Job”** button at the bottom of this page. **Emailed applications will not be accepted.**

Pool Recruitment

This pool will be open for a period of 18 months from the day after the breach of standard claim period closes. Permanent, fixed term, full time and part time appointments may be offered as vacancies arise, however an appointment is not guaranteed.

The Department of Justice uses recruitment pools to build a bank of talent for future opportunities. Applicants found suitable in this pool, may be considered for subsequent, similar vacancies at similar locations, with the Department of Justice for the duration of the pool.

Currently, there is one permanent position available for immediate filling.

Equity and Diversity

The Department of Justice is an equal opportunity employer and is committed to growing the Aboriginal and Torres Strait Islander workforce as a part of Equal Employment Opportunity (EEO) Management Plan and its Aboriginal Workforce Development Strategy. We embrace diversity and encourage applications from people with disability, Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, women and youth.

As a measure to achieve equality, Section 51 of the *Equal Opportunity Act 1984* applies to this position. Aboriginal and Torres Strait Islander people are encouraged to apply.

Further Information

If you would like further information regarding the position and/or vacancy please contact **Monica Smith, Team Leader Library Services** on **9264 1493** for a confidential discussion.

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