



Position Description

Position Title	Librarian
Directorate	Community Development
Business Unit	Community Services
Service Unit	Libraries and Lifelong Learning
Reports to	Branch Librarian
Classification	Level 5/6 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) has a rich and diverse natural and physical landscape covering a total land area of approximately 100 square kilometres. Stirling lies approximately eight kilometres north of the Perth CBD and stretches across 30 suburbs from Dianella in the east, Trigg in the west, Hamersley to the north and Mt Lawley in the south. The six-kilometre stretch of coastline which includes the popular summer playgrounds and top surf spots of Scarborough and Trigg is one of the City's major attractions.

The City provides more than 200 different services, activities and programs to the community, delivered by the City's Business Units.

The City has a commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. Being an 'Employer of Choice', the City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive, and sustainable service.

Values

The City of Stirling's core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

The position reports to the Branch Librarian.

Business Unit Objective

The Community Services Business Unit provides a comprehensive range of services and community development programs and activities to enrich and extend personal wellbeing and lifestyle of the City of Stirling residents.

The Business Unit comprises the following Service Units:

- Aged and Disability Care
- Community Development
- Family Services
- Libraries and Lifelong Learning
- Multicultural Engagement
- Youth and Children Development

The Libraries and Lifelong Learning Service Unit is responsible for the provision of library and information services and programs, lifelong learning opportunities, and museum and community history information services which connect the community to information, entertainment, lifelong learning, and living links to the past.

Position Overview

Supports the Branch Librarian in the ongoing development of the library as a community space and place that supports and facilitates opportunities for literacy, lifelong learning and building capacity in the community.

Supports the Branch Librarian in the development, implementation and evaluation of innovative community development and engagement-based activities and programs within libraries and community hubs targeted to local community need.

Provides support to the Branch Librarian in the overall administration of the branch library.

Develops and delivers innovative ideas and best practice, reference, information and other programmes and services to the public as part of the cultural, educational, and informational functions of the library.

Librarians are appointed as part of the system-wide Librarian Team, and as such may be required to work or be transferred to work in any of the City of Stirling Libraries.

Position Objectives

- Assist the Branch Librarian in the supervision of the day-to-day activities of the branch library.
- Responsible for the operations of the branch library in the absence of the Branch Librarian.
- Contribute to the ongoing development of library services and the Community Services Business Unit via specific project teams as required and the strategic planning process.
- Deliver outreach programmes and library incursions in the local community to develop partnerships that lead to collaboration in developing strong literacy skills by all age groups in the community.
- Rostered Information Desk duties, dealing with reference and general enquiries from public and staff.
- Contribute to the development of programmes, including training Library Officers, to assist library patrons requiring support with computers and technology, including accessing eContent as required.
- Initiates, plans, and implements library events and programmes in conjunction with Stirling Libraries Community Engagement Team. Coordinate and support Library Officers in initiating, planning, and creating library displays to promote library services and programmes.
- Coordinate Community Notice Boards.
- Contribute to the selection and de-selection of library stock to ensure that the collections continue to meet the needs of library customers.
- Prepare statistical and other reports as required.
- Represent the City of Stirling Library Service at meetings as required.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Perform other duties as directed.
- Demonstrates willingness and ability to apply and develop the City's Risk Management processes to make a positive difference to the way things are done, keeping up to date with any changes.

Selection Criteria

Qualifications/Education Level

Formal tertiary qualifications in Library and Information Science, demonstrating eligibility for Associate Membership of the Australian Library and Information Association (A.L.I.A.).

Essential

Knowledge, Skills, and Abilities

A genuine commitment to the provision of high-quality customer experiences and a desire to raise the profile and perception of the City within the community.

Essential

Strong commitment to customer service excellence, innovation, and best practice in library service delivery.

Essential

Ability to communicate effectively, professionally, and accurately both verbally and in writing.

Essential

Ability to effectively prioritise tasks and make informed decisions.

Essential

Initiative and ability to provide team direction and training, and be an active team player.

Essential

Ability to plan and deliver library services and programmes for all members of the community.

Essential

Well-developed reference and information seeking skills.

Essential

Advanced digital literacy and information seeking-skills.

Essential

Well-developed computer and keyboard skills including Microsoft Outlook, Word, Excel Internet, and library-specific technologies.

Essential

Demonstrated understanding of community development and place-making principles, and their application to the public library service environment.

Desirable

Experience

Previous working experience in a library.	Desirable
Other	
Valid Working with Children Check.	Essential
Current National Police Clearance (under 3 months).	Essential

Alternative format

This and all of the City's publications are available in alternative formats, such as large print, upon request. Please phone the City on (08) 9205 8555.

Office Use Only				
Position Creation Date	Date	October 2018	Officer	Service Lead – Libraries and Lifelong Learning
Reviewed/Modified	Date	January 2023	Officer	Service Lead – Libraries and Lifelong Learning