

CITY OF BELMONT

Career Opportunities

Library and Museum Officer – Archivist

\$77,292 - \$81,987 pa pro rata + Superannuation

Temporary until 30 June 2024

Part Time – 55 Hours per fortnight on a 4-week roster rotation

About us:

The City of Belmont is a Tier 1 council that proudly offers its residents and visitors facilities, services, events, spaces and plans for the future, that enables the community to live, work and play in ways that are healthy, efficient, safe and sustainable. The City of Belmont boasts spectacular views of the Swan River, close proximity to the Perth Central Business District, has state of the art facilities at the Belmont Library and Museum Hub, plentiful multipurpose parks and included within its boundaries Perth Airport's Domestic and International terminals.

The City of Belmont offers employees free onsite parking, there is easy access to public transport, great end of trip facilities and has fantastic shopping options at Belmont Forum shopping centre, Costco and DFO.

About the role:

The City of Belmont is seeking a suitably experienced and passionate Library and Museum Officer – Archivist, for our modern community hub, to assist in the retention, management, and digitisation of the City's Local History ephemera and archival collections.

Working various shifts each week (including each Saturday), the ideal candidate for this position will have extensive knowledge and understanding of information or archival management systems. Previous relevant experience working in an Archival, Museum or Library facility with a sound understanding of museums and public libraries is also required.

Key responsibilities of this position include:

- Collecting, accessioning, preserving, documenting, digitising, and storing archival and historical materials, in accordance with required standards and practices
- Assist with the development of guidelines, policies and procedures in accordance with legislative, organisational record keeping obligations and industry standards
- Monitor and review relevant Library Management System modules and procedures to ensure ongoing accuracy and accessibility of ephemeral and archival collection items
- Review, maintain and undertake cataloguing processes relating to the City's Local History ephemera and archival collections to the appropriate standard

About you:

We are looking for an individual that has or is working towards a relevant qualification in Archival, Museum, Library or related Studies or recognised equivalent, or equivalent relevant experience.

If this is you and you have the required skills, experience and knowledge outlined in our Job Description, we would welcome your application.



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How to apply:

By clicking the 'apply' button, you will be directed to the City of Belmont's employment page, where you can access the position description. Please enter your details, upload your current resume and cover letter. Please complete the questionnaire as well as addressing the listed Essential Position Requirements, then submit your application.

Applications close Monday, 12 February 2024.

Please note: Applications are considered as they are received, and interviews will be arranged accordingly. The City reserves the right to close adverts early, therefore an early application is encouraged.

The City of Belmont is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation. We encourage applications from Aboriginal and Torres Strait Islander heritage, people with disabilities, and people from culturally diverse backgrounds to explore the opportunity of a career at the City of Belmont. If you require an additional support or adjustments regarding interview arrangements, please advise in advance.

For more information on eligibility requirements and to apply for this position please visit www.belmont.wa.gov.au. Further assistance with your application is available by phoning 08 9477 7217.



CITY OF BELMONT
JOB DESCRIPTION

Position Number: 427

Last Reviewed: Jan 24

1.0 POSITION DETAILS

Position Title : Library & Museum Officer -Archivist
Present Incumbent : Vacant
Classification : Level 4
Division : Development and Communities
Department : Community Placemaking
Section : Library & Museum Services
Location : Ruth Faulkner Library
213 Wright Street Cloverdale
Employment Status : Part Time Temporary
Fifty five (55) hour per fortnight (as per initial roster below)

2.0 POSITION RELATIONSHIPS

Responsible to : Specialist – Library & Museum Hub - Curator & in their absence, Specialist - Library & Museum Hub – Customer Engagement or Specialist - Library & Museum Hub – Customer Experience, or Coordinator Library & Museum Hub.
Responsible for : Responsible for the Library and Museum Hub customer engagement team members on Sundays, or other staff as required.

3.0 POSITION OBJECTIVES

Assist in the retention and management of the City's Local Studies ephemera and archival collections by collecting, accessioning, cataloguing and publishing appropriate materials to ensure and support an understanding of the City's rich history into the future.
Oversee Library circulation shift staff on Sundays or as required.

4.0 PRINCIPAL DUTIES AND RESPONSIBILITIES

4.1 Provide administrative support to the Specialist – Library & Museum Hub - Curator for the City's Local Studies ephemera and archival collections including collecting, accessioning, preserving, documenting and storage of archival and historical materials, in accordance with required standards and practices.



- 4.2 Assist the Specialist – Library and Museum Hub - Curator with the development of guidelines, policies and procedures to support the ongoing collection, accessioning, conservation, storing and sharing of ephemera materials in accordance with legislative, organisational record keeping obligations and industry standards.
- 4.3 Review and maintain cataloguing processes relating to the City's Local Studies ephemera and archival collections to the appropriate standard.
- 4.4 Undertake search and retrieval action on archival information for internal and external customers as required.
- 4.5 Monitor and review relevant Library Management System modules and procedures to ensure ongoing accuracy and accessibility of Local Studies ephemera and archival collection items via the OPAC (Online Public Access Catalogue).
- 4.6 Prepare regular and ad hoc reports on progress against targets for the Specialist – Library & Museum Hub - Curator as required.
- 4.7 Supervise the daily activities of staff and volunteers as required to ensure a high standard of customer service is delivered.
- 4.8 Oversee the operations of the Library and Museum public access areas as required ensuring a high level of customer service and engagement is delivered.
- 4.9 Attend to public enquiries as necessary and act as first point of contact in resolving customer complaints and issues received on Sundays, referring the more complex or serious issues to the Specialist Library and Museum team as appropriate for their follow up.
- 4.10 Undertake daily tasks as required, in particular, manage the daily float and reconcile incoming monies, ensure any Incident Reports are completed prior to the conclusion of shifts and prepare the Library and Museum for opening and closing, ensuring all staff follow established processes.
- 4.11 Liaise with the Specialist Library and Museum team as appropriate and in particular keeping them informed of any relevant issues arising during the weekend service delivery as required.
- 4.12 Provide assistance and back up to the Library and Museum team and Coordinator Library and Museum Hub as required, to meet operational objectives, in particular undertaking circulation duties, including user registrations, loans, returns and shelving of Library and Museum materials and bibliographic research for users of the library service.
- 4.13 Demonstrate leadership in Equal Opportunity and Diversity within the work area and ensure the working environment is free from discrimination, harassment and bullying.
- 4.14 Effectively supervise and promote compliance with Work, Health & Safety and Environment policies and procedures to maintain safe work practices and a safe working environment, whilst protecting and sustaining the environment.
- 4.15 Effectively encourage recommendations to improve systems, policies and practices to ensure the continuous improvement of the City's Business Management System.
- 4.16 Exercise appropriate authority whilst acting in the best interests of the City, its Customers and the Community, meeting legislative and operational requirements.



4.17 Undertake other duties as directed by the Specialist – Library and Museum Hub - Curator within the scope and level of this position.

5.0 POSITION REQUIREMENTS

Essential

5.1 Possession of, or progress towards, a relevant qualification in Archival, Museum, Library or related Studies or recognised equivalent, or equivalent relevant experience.

5.2 Previous relevant experience working in an Archival, Museum or Library, facility with a good understanding of museums and public libraries generally.

5.3 Good knowledge and understanding of information and/or archival management systems with proven ability to effectively and accurately apply them to the archival process preferably within an Archive, Museum or Library environment.

5.4 Good interpersonal, conflict resolution and negotiation skills with the ability to communicate with a wide range of people and groups to ensure delivery of a high level of customer service.

5.5 Good written skills, including the ability to undertake relevant research and write reports.

5.6 Proven organisational and administrative skills preferably within an Archive, Museum or Library environment with the ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and organisational objectives.

5.7 Ability to exercise initiative and good judgement when required.

5.8 Ability to work effectively both as a member of a team and autonomously, under minimal supervision.

5.9 A good understanding of Work, Health & Safety requirements, as they relate to this position.

5.10 Ability to utilise personal computer applications, in particular the Microsoft Office suite of products (i.e. Word, Excel, Adobe Acrobat Writer, Outlook), including previous relevant experience using a computerised archival or library management system.

5.11 Possession of, or the ability to acquire, a current motor vehicle driver's licence.

5.12 Possession of, or the ability to acquire, a satisfactory National Police Clearance Certificate (dated within the last twelve months).

Desirable

5.13 Ability to effectively supervise staff.

5.14 Proven understanding of collection development and cataloguing procedures.

5.15 Membership of the Australian Society of Archivists.

5.16 Working knowledge or experience with SirsiDynix Symphony and Portfolio.



6.0 **CONDITIONS OF EMPLOYMENT**

6.1 It is a requirement of this position that the corporate uniform is worn in its entirety at all times whilst on duty and a uniform will be provided upon the successful completion of a probationary period, in accordance with City Policy.

Initial Roster

55 hours per fortnight								
WEEK 1	Hours Worked	Total Hrs	Break	WEEK 2	Hours Worked	Total Hrs	Break	
Thursday				Thursday				
Friday	8.30am – 4.00pm	7	0.5	Friday	8.30am – 4.00pm	7	0.5	
Saturday	9.30am - 3.30pm	5.5	0.5	Saturday	9.30am - 3.30pm	5.5	0.5	
Sunday				Sunday				
Monday	8.30am - 4.30pm	7.5	0.5	Monday	8.30am - 4.30pm	7.5	0.5	
Tuesday				Tuesday				
Wednesday	8.30am – 4.30pm	7.5	0.5	Wednesday	8.30am - 4.30pm	7.5	0.5	
TOTAL		27.5		TOTAL		27.5		

