

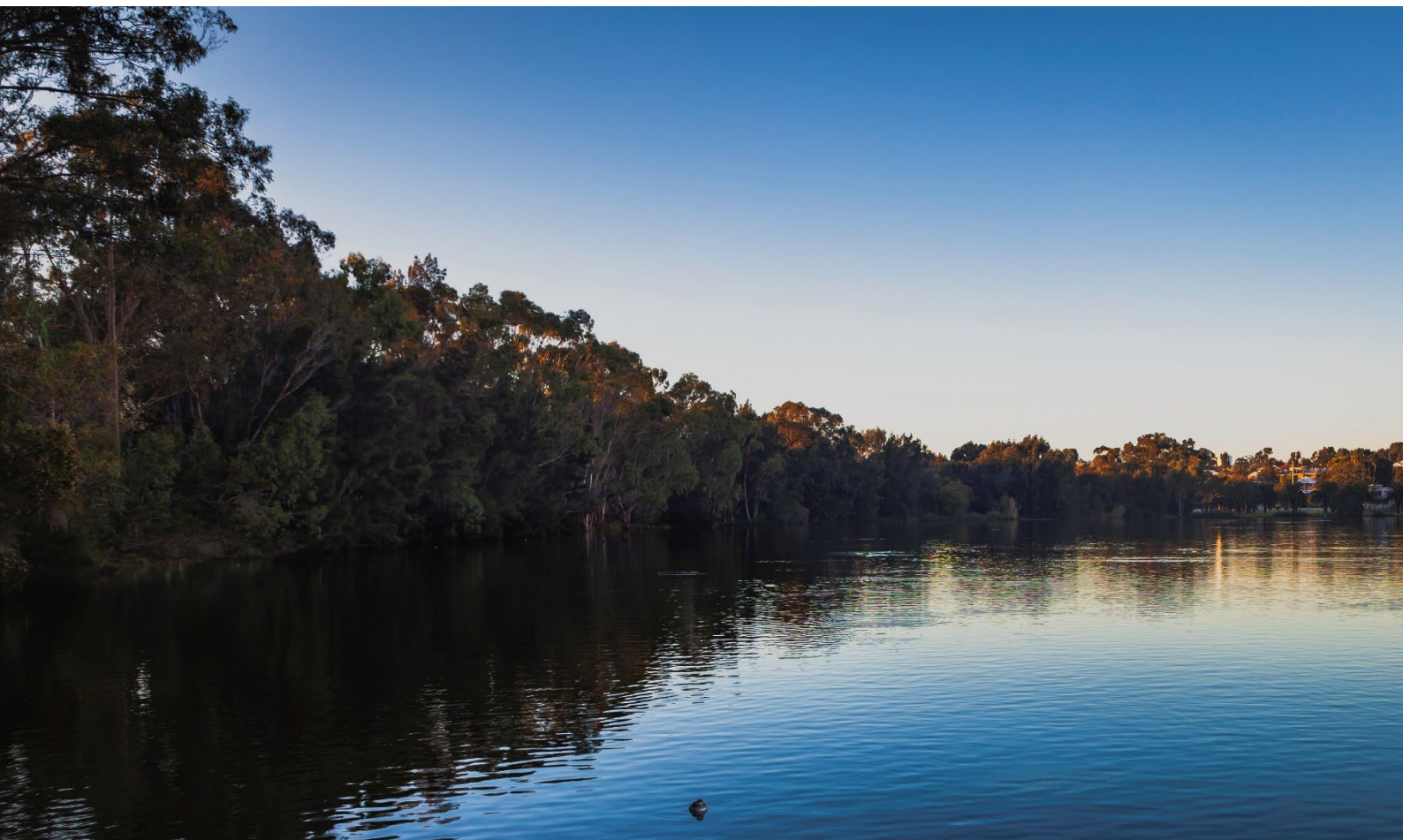


Town of
Cambridge

Applicant Information Pack

Collections and Community Engagement Senior Librarian & Local History Librarian

Thank you for your interest in working with the Town of Cambridge. This document will help you prepare and submit a job application and includes information about the recruitment and selection process.



ABOUT THE TOWN OF CAMBRIDGE

The Town of Cambridge is located 8 kilometres west of the Perth CBD in the prosperous western suburbs. It stretches from the inner city to the Indian Ocean, providing residents and visitors all the buzz and energy of the city; the tree-lined streets of suburbia and the beauty and recreation of coastal living.

The Town includes the suburbs of West Leederville, Wembley, Floreat and City Beach as well as small parts of Jolimont, Mt Claremont, Subiaco, and Wembley Downs. The Town boasts more than 50 parks, gardens, playgrounds, and recreation areas, including the popular City Beach and Lake Monger precincts, Perry Lakes, Bold Park, and the Quarry Amphitheatre, providing residents with ample opportunities to get out, get active and connect with each other.



WORKING FOR THE TOWN

Work / Life Balance

4.4 weeks annual leave per year, 5 weeks after 2 years of service.

(pro rata for part-time employees)

Healthy Lifestyle

Free health assessments, screening and vaccinations.

Free entry to Bold Park Aquatic Centre.

Attractive Superannuation

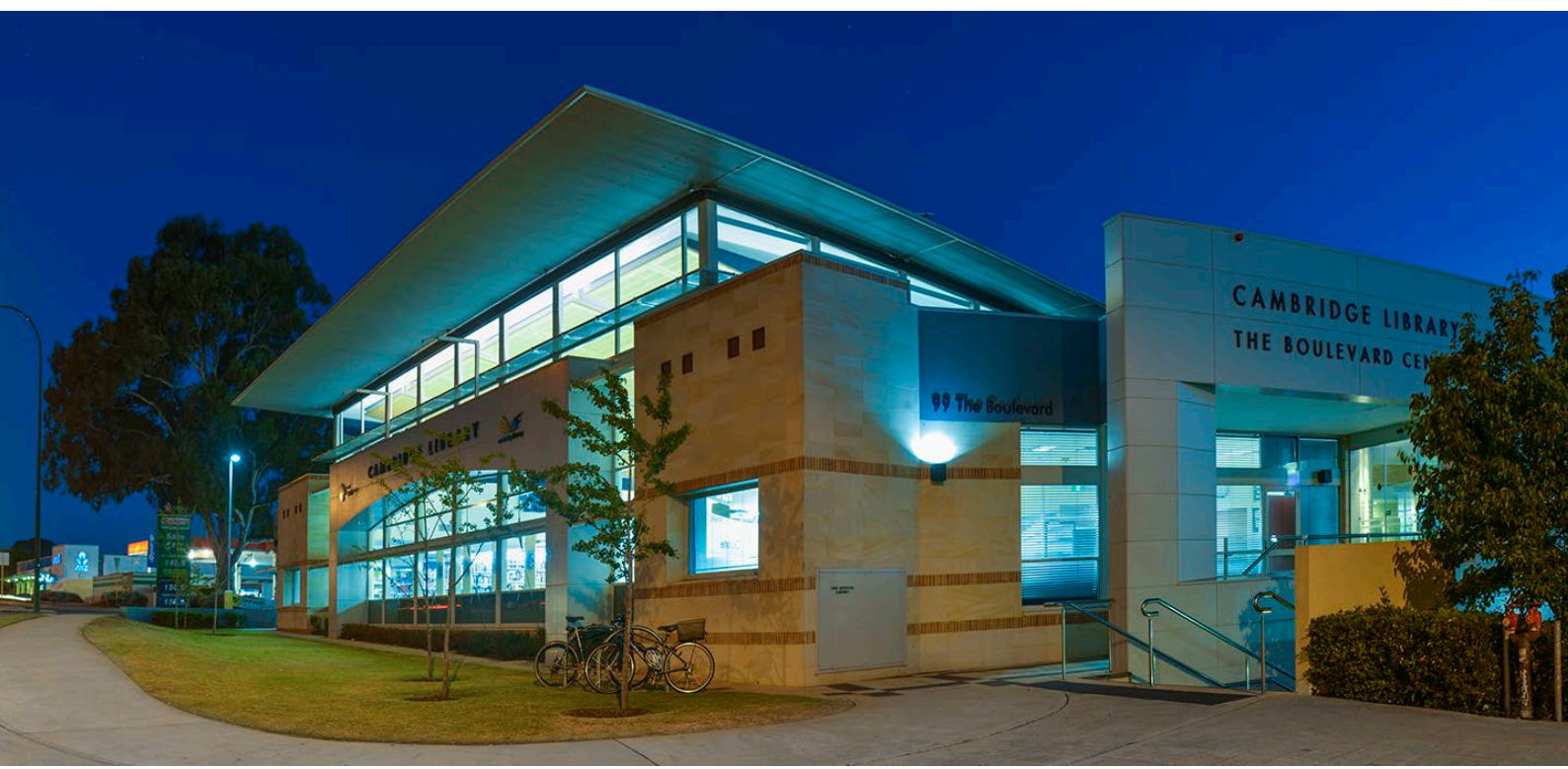
An extra 5% on top of statutory 11.5% contribution.

Study Assistance Program

Study leave and financial assistance is available to employees undertaking work related study.

Other Benefits Include

Training opportunities - Free car parking -
Reward and Recognition Scheme -
Subsidised corporate uniform - 13 weeks
Long Service Leave after 10 years' service
in Local Government, pro rata long service
leave is available after 7 years' service.



MESSAGE FROM THE CEO

Welcome to the Town of Cambridge – a vibrant and diverse local government authority committed to excellence and innovation.

As the Chief Executive Officer, I invite you to join our dynamic team, and be a part of our continuous improvement journey. We prioritise a healthy work/life balance and offer a range of attractive benefits. We also pride ourselves on providing a professional, supportive, and friendly work environment based on mutual respect, trust, loyalty, and unity.



At the Town, we are dedicated to maintaining and enhancing our naturally beautiful suburbs, streetscapes, and activity centres. Our core values – Respect, Integrity, Creativity, Friendliness, and Teamwork – guide our actions and attitudes in everything we do, shaping a naturally beautiful Town that connects our vibrant community and thriving local economy, stretching from the inner city to the beach.

Since our establishment in 1994, we have evolved into a thriving local government spanning City Beach, Floreat, Wembley, West Leederville, and more.

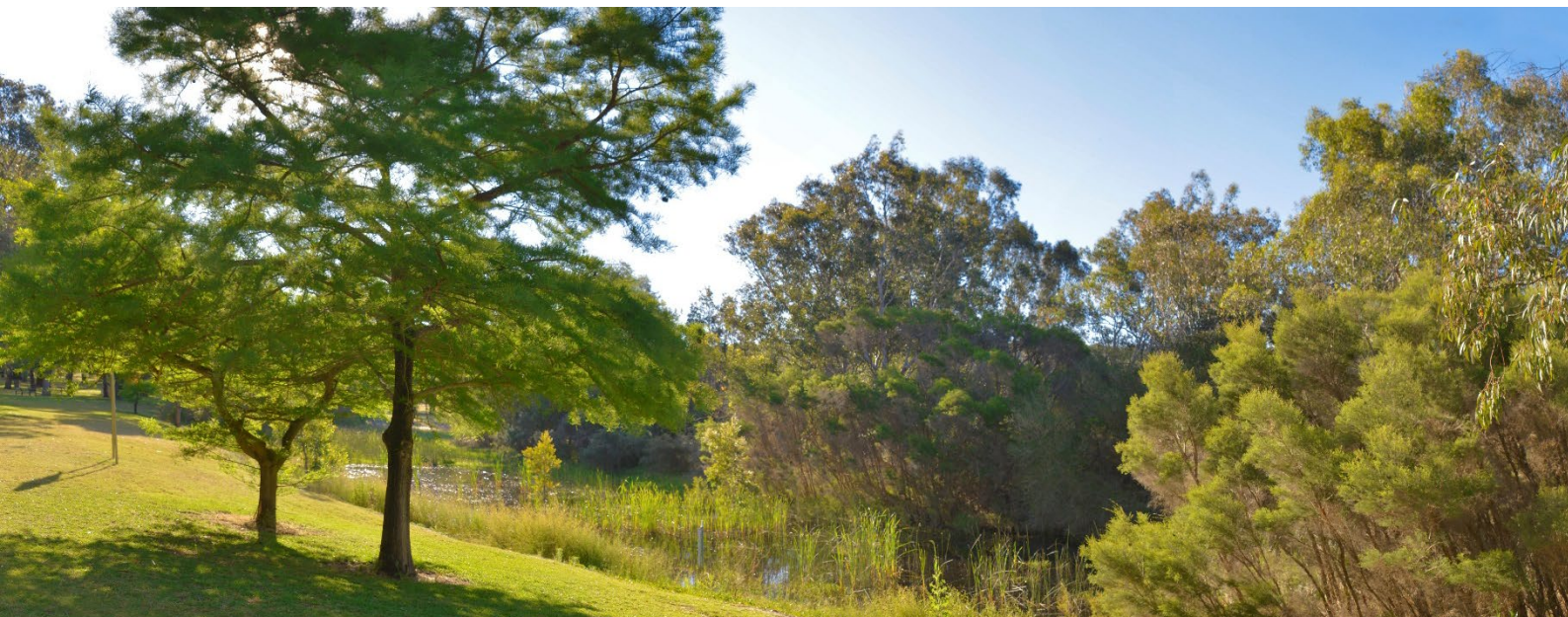
As an organisation our purpose is on providing high quality services to our community and we do this through productive relationships, community engagement and maintaining a focus on sustainability, and continuous improvement.

Join our team of more than 220 employees, where diversity is celebrated, and every member is valued.

Be part of Cambridge – where your career meets community impact.

Gary Tuffin

Chief Executive Officer



ADVERTISEMENT

- Collection and Community Engagement Senior Librarian
- Local History Librarian

The Cambridge Library

The Cambridge Library makes a vital contribution to the social, cultural, learning, and economic development of our community. We achieve this through the provision of information, access to technology, opportunities to develop new skills and knowledge, reading and literacy activities, and welcoming community spaces that connect people with each other and with the Town. Along with traditional library services, the library also provides access to an extensive range of resources, technologies, and training to support digital inclusion and literacy in the community.

The Roles

The Cambridge Library is embarking on an exciting new strategic vision and is seeking dynamic, driven individuals to join this transformative journey. With a strong focus on expanding and enhancing its programs such as local history services and resource collections, the Library has created two new roles to support this vision:

- Collections and Community Engagement Senior Librarian
- Local History Librarian

Eligibility

- Tertiary qualifications in Information and Library Services or equivalent and eligibility for Associate membership of ALIA are essential.
- National Police Clearance (no older than 3 months).
- Current WA "C" Class Drivers Licence.
- Ability to work rostered hours including evenings and weekends (Saturday and Sunday).
- Australian working rights.

Applications can be submitted online and require you to upload a current resume, respond to questions about your experience in relation to the position and complete some online testing as part of the application process (please see next page for more information). Click on the 'Apply Online' button to apply.

Should you require any further information regarding this position please contact Seisha Fogarty-Pryor, Manager Community Services for a confidential discussion on (08) 9347 6027.

Closing date: **3.00pm, Thursday, 1 August 2024**; interviews may be conducted with suitable candidates prior to the closing date. Therefore, the Town reserves the right to close applications prior to the aforementioned date



ROLE SUMMARY: COLLECTIONS AND COMMUNITY ENGAGEMENT SENIOR LIBRARIAN

- Full-time
- Salary ranging between \$86,537 to \$96,155

Key Responsibilities

- Manage the day-to-day delivery of library services and programs to support the provision of quality customer service to the community.
- Ensure an integrated approach to the development of library collections (adult and children's books, media and online) and other library resources, drawing on objective measures of stock usage and emerging trends in the development of library programs.
- Responsible for ordering, purchasing, cataloguing, de-selection, and administration of incoming State Library and local stock, including donations, promptly and effectively, recommending improvements to systems and processes where necessary.
- Provide monthly reports on collection growth, turnover and usage and emerging trends in the development of library collections, adjusting the size, turnover and content as necessary based on a continuous review of collection performance.
- Based on a strategic assessment of community need, ensure an integrated approach to the development, implementation, and review of innovative library programmes (adult, youth, children's, heritage, housebound, outreach and online).
- Contribute to the strategic planning of the library service, recommend improvements to library systems and processes, and participate in the implementation of new initiatives, services, policies, and procedures.
- Coordinate the running of practicum placements for library and other students.

Selection Criteria

- Previous experience as a qualified librarian and working in a public library environment in a collections or programming role.
- Comprehensive knowledge of collection maintenance and development, Australian cataloguing principles, the provision of library services within WA and the State Library of Western Australia's procedures and policies, and information storage and retrieval systems.
- Ability to evaluate and make recommendations on strategic directions for library programs.
- Demonstrated communication, customer service and interpersonal skills and the ability to influence and resolve conflicts including the ability to relate to and liaise with staff, the public and suppliers.
- Demonstrated supervisory and team building skills.
- Demonstrated problem solving skills including the ability to use judgement where there are some elements of complexity.
- Demonstrated organisational and time management skills and the ability to plan, organise and set outcomes.

ROLE SUMMARY: LOCAL HISTORY LIBRARIAN

- Part-time
- 38 Hours per fortnight
- Salary ranging between \$39.74 to \$44.14 per hour

Key Responsibilities

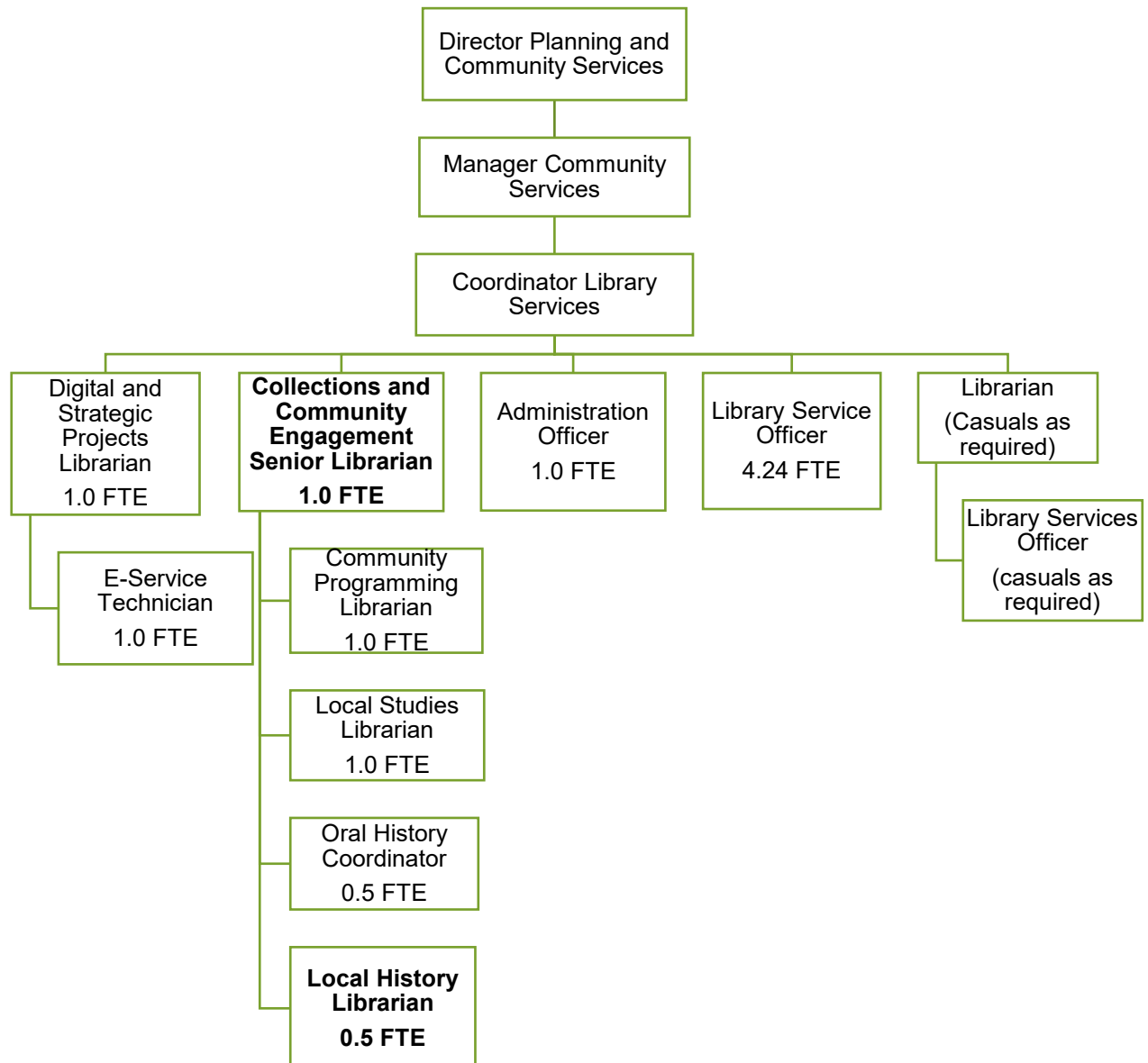
- Provide support to community members, local clubs, and organisations to increase engagement with and building of the local history of the Town, including developing events and activities.
- Lead and support the Town's Local History and digital online presence, providing website and social media content that enables community access, promotes the Town's rich local heritage, and raises the profile of the local history and studies collection.
- Liaise and develop cooperative relationships with public libraries, community groups and organisations, schools, historical organisations, and individuals to promote awareness of and engagement with the Local History and studies collection.
- Research and develop engaging articles and similar content about the local studies collection for submission to and publication across a range of print and social media that promotes the collection and the Town's history.
- Assist library customers and Council staff in locating internal and external resources for local studies.
- Facilitate local history input into strategic planning process and make recommendation for the incorporation of local history in library policy, planning and service development, and prepare reports on local history matters.
- Provide specialist services in the cataloguing, classification, secure storage, and preservation of materials in the Town's Local History and Studies Collection, ensuring local history activities are aligned with relevant legislative and policy requirements.
- Assist with the preparation and monitoring of the annual budget for Local History and Studies Services and source funding, as appropriate.
- Work cooperatively with other library staff to create and participate in the development and implementation of practices, guidelines, policies, and procedures that enhance service delivery and facilitate an integrated approach to library operations.
- Assist with general customer service enquiries as required for relief or during peak times, and other relevant library duties and responsibilities as directed, consistent with the skills, competence, and training.

Selection Criteria

- Previous experience developing and coordinating an archival, local history or studies collection, including knowledge of the Copyright Act.
- Knowledge of archival resources and services at the State Library WA and conservation techniques for archival, or local history, or local studies collections.
- Knowledge and experience of automated library software packages, MS Office software, microform equipment and other automated and electronic data storage, indexing and retrieval systems.
- Interpersonal and communication skills to work collaboratively within a team and meaningfully engage with a broad customer service base.
- Organisational skills to manage local history and local studies projects and assist in library operations.
- The ability to research and analyse information to make informed recommendation on Council's local history and studies collection.

ORGANISATIONAL STRUCTURE

The Organisational Structure for Planning and Community Services Directorate.



WHAT IS THE SELECTION PROCESS FOR THIS POSITION?

The selection process is designed to assess your skills, knowledge, and experience for the position. This will be undertaken online and accordingly it is important for you to please use *Chrome, Firefox, Safari, Internet Explorer 8 or newer to complete the tests. Please do not use your mobile phone:*

Applicants will be directed to an online platform where you will be asked to do the following:

1. Complete an application form and upload a resume. Please note that the Town of Cambridge *does not* require applicants to submit a cover letter; however, if you wish to upload a cover letter it can be submitted as additional documentation.
2. Applicants will be asked to answer 3 questions in response to the requirements of the role; for the role of Collections and Community Engagement Senior Librarian, these questions are:
 - What experience do you have setting up library collections specific to the needs of the community?
 - What experience and skills can you demonstrate in developing engaging community programs?
 - How can your IT skills be applied to the changing nature of a public library service?


OR Applicants will be asked to answer 3 questions in response to the requirements of the role; for the role of Local History Librarian, these questions are:

- How can your IT skills be applied to the changing nature of a public library service?
- What experience and skills can you demonstrate specific to developing local history collections?
- What experience do you have in developing engaging local history community programs?

Please give some thought to how you would answer these questions before commencing the application process.



3. Applicants will then be required to undertake a Customer Service Aptitude Profile. This test is undertaken online as part of the application process and may take up to 20 minutes to complete.




CUSTOMER SERVICE APTITUDE PROFILE

A personality test for customer service positions.

Measures:
Cooperativeness
Personal Diplomacy
Patience
Relaxed Attitude
Achievement

⌚ Estimated Time: 15 minutes

The Customer Service Aptitude Profile (CSAP) measures personality traits that are critical to success in customer service and customer service-related positions. The test assesses characteristics related to customer service potential and performance, such as achievement, cooperativeness, diplomacy, and patience. It provides an overall recommendation about a candidate's suitability for customer service – either Not Recommended, Recommended, or Highly Recommended.



Shortlisted applicants will be invited to attend a face to face interview with the selection panel, or via a video call if you are not located in the Perth Metropolitan area. Following the interview process, preferred candidates may be required to undergo further testing.

Reference checking will be undertaken at the completion of interviews to validate the preferred applicant's claims for the position.

Should you wish to find out more information on the Town of Cambridge please visit our website <https://www.cambridge.wa.gov.au/Home>

The Town is an inclusive employer and accordingly if you have a disability or condition that limits your ability to complete the online application process before the closing date please contact the HR team on (08) 9347 6012 to discuss an alternative lodgement method or reasonable adjustments to be made to the process.

IF YOU HAVE TECHNICAL ISSUES

You will need a reliable internet connection to complete the test.

You can access some information from the below link to help you prepare for the testing process.

<https://www.criteriacorp.com/resources/candidates.php>

When you first log in you will be asked to write down an Event ID. This is an important step as if you experience an internet connection issue and need to restart your assessment you will go to:

www.oda1.com and enter the Event ID

Ongoing technical issues please email help@criteriacorp.com; you will receive a response within 1 business day.

EQUAL EMPLOYMENT OPPORTUNITY

The Town values diversity and strives to create an inclusive and equitable workplace, ensuring all team members are treated with respect and fairness. We are committed to cultivating a workforce that reflects the diverse makeup of our community, considering various factors. Our dedication extends to ensuring our recruitment processes are fair, equitable, and accessible, and we encourage individuals who may require any accommodations to participate fully in our recruitment experience to reach out to our People and Culture team (08) 9347 6000.

WEBSITE:

The Town maintains a website www.cambridge.wa.gov.au which contains substantial information.

The TOWN'S VALUES:

In everything we do we seek to adhere to a set of values that guides our attitudes and behaviours.

Respect - We will acknowledge an individuals' uniqueness and will treat them in a dignified and positive manner.

Integrity - We will act responsibly, place trust in each other and will be accountable for our actions.

Creativity - We can improve the way we do business by challenging the status quo.

Friendly and Helpful - We value our community members and will assist them in the best way we can.

Teamwork - We believe teamwork is essential for improving our services and achieving our goal



