

Library Officer (Media & Cataloguing Services)

South Australian Parliament Research Library [View all jobs](#)



📍 Adelaide SA

🏢 Library Services & Information Management (Education & Training)
Government - State (Government & Defence)

⌚ Full time

₹ \$58,709 – \$63,154 per year

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Working in the South Australian Parliament Research Library

Located in Parliament House on North Terrace, the functions of the Parliament Research Library provides an effective, efficient, and professional information service to Members of Parliament and their staff.

Members and their staff are treated as separate and specialised entities and staff of the Library are required to deliver specific support and services to those entities in a confidential, trustworthy, reliable, timely and professional manner.

Special Conditions

- An internal Library probationary period of 6 months will apply. Then at the end of 12 months' service, upon the recommendation of the Parliamentary Librarian, confirmation of permanency within the position will be sought of the Joint Parliamentary Services Committee.
- The appointment is made pursuant to the *Parliament (Joint Services) Act 1985* (SA) and, while the provisions of the *Public Sector Act 2009* (SA) do not apply to this position entitlements are transferable.
- Any person who is, and is seen to be, active in political or electoral affairs and intends to carry on this activity may compromise the strict political neutrality of this position and could not be considered for appointment.
- Employees are required to comply with all health, safety and risk management policies and procedures of the Parliament and take all reasonable care that any actions or omissions do not impact on the health and safety of others in the Parliament precinct.
- Employees must observe the Parliament of South Australia Code of Conduct and comply with the Conduct Standards in the Code.

Essential Selection Criteria

- Diploma of Library and Information Services (or equivalent ALIA recognised Library Technician qualification).
- Experience in the use of the Microsoft suite of programs (including Outlook, Teams, Word, OneDrive, and Excel).

Desirable Selection Criteria

Experience in:

- Processing library materials, including accessioning and managing periodicals and reshelfing.
- Data entry in a SharePoint Online environment.
- Adobe Acrobat.

Ability to:

- Work autonomously under broad guidelines.
- Meet deadlines and respond flexibly to changing work environments and priorities.

For further information, see: Job and Person Specifications

[parliament.sa.gov.au/en/About-Parliament/Careers](#)

Salary: \$58,709 - \$63,154

Preference will be given to those applicants who specifically address, with examples, each of the elements of the Essential and Desirable Selection Criteria in their applications.

Applications are to be submitted online via Seek or iworkforsa ONLY.

Applications via iworkforsa are open as of Wednesday, 4 September 2024.

Applications are to be addressed to Dr John Weste parlib@parliament.sa.gov.au

Enquiries to Mrs Natalie Rook, Senior Library Officer - Media Monitoring,
natalie.rook@parliament.sa.gov.au

Applications close 9:00am, Monday, 23 September 2024.