

Develop your career with Cairns Regional Council, an innovative employer that listens, respects and values your contribution. We're proud of our community and the key role you can play in making the Cairns region a great place to live, work and learn. Our commitment to high quality services means that we need talented, committed people – we need you!

Applications are hereby invited for the following position:

## Strategic Projects Librarian

**REQUISITION NUMBER: 584**

**LOCATION: City Library - 151 Abbott Street, Cairns**

**SALARY RANGE: \$86,989.73 – \$90,545.27 per annum**

**APPLICATIONS CLOSE: Tuesday, 8 April 2025 at 11:30pm AEST**

*Applicants must submit a separate application for each vacancy and quote the Requisition Number.*

As part of the selection process applicants may be required to undertake some or all of the following pre-employment assessments / checks:

- Pre-employment Medical, which will include a drug and alcohol test.
- National Police / Criminal History Check.
- Directorship Check.
- Right to Work in Australia Check.
- Qualification / Licence Verification.
- Working with Children & Young People (Blue Card) Verification.
- Practical Assessment.
- Numeracy and Literacy Assessment.
- Computer Skills Assessment.

**Your application must consist of the following information:**

### CHECKLIST

- ☒ Covering Letter addressing the three main elements under the selection criteria:
  - ☞ **Qualifications**
  - ☞ **Knowledge, Skills and Expertise**
  - ☞ **People Oriented Skills and Attributes**
- ☒ Copy of Current Resume

Applications should be addressed to:

**Director People & Organisational Performance  
Cairns Regional Council**

*Applications must be submitted online at:*

**[Vacancies & Applications | Cairns Regional Council](#)**

**CAIRNS REGIONAL COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER, PROMOTING  
WORKPLACE DIVERSITY AND A SAFETY CULTURE WITH A SMOKE FREE ENVIRONMENT**

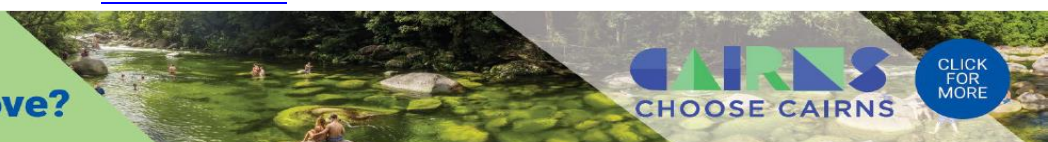
*Agency applications are not being accepted at this stage.*

## **CAIRNS REGIONAL COUNCIL** **GENERAL CONDITIONS OF EMPLOYMENT**

<b><u>POSITION:</u></b>	Strategic Projects Librarian – CU112 Requisition Number - 584
<b><u>POSITION STATUS:</u></b>	Full-Time Permanent
<b><u>LOCATION:</u></b>	City Library - 151 Abbott Street, Cairns
<b><u>AWARD:</u></b>	Queensland Local Government Industry (Stream A) Award – State 2017.
<b><u>CLASSIFICATION:</u></b>	Level 5
<b><u>SALARY RANGE:</u></b>	\$86,989.73 – \$90,545.27 per annum. Level on appointment will be dependent on qualifications and experience. A locality allowance is also payable \$659.00 with no dependants and \$1,318.00 with dependants.
<b><u>LEAVE:</u></b>	Up to Five (5) weeks annual leave and three (3) weeks sick leave may apply dependent on roster pattern. Annual Leave Loading applies.
<b><u>WORK PATTERN:</u></b>	A nineteen (19) day month rostered day off applies.
<b><u>SUPERANNUATION:</u></b>	<p>Council will pay the Super Guarantee, currently 11.5%, for the first 12 months and if you choose to make personal contributions during this time Council will pay an additional 0.5%.</p> <p>All employees have the option to salary sacrifice their mandatory or other personal contributions (pre-tax) or they may opt to contribute post-tax.</p>
<b><u>PRE-EMPLOYMENT ASSESSMENT:</u></b>	<p>As part of the selection process applicants may be required to undertake some or all of the following assessments / checks:</p> <ul style="list-style-type: none"><li>○ Pre-employment Medical, which will include a drug and alcohol test.</li><li>○ National Police / Criminal History Check.</li><li>○ Directorship Check</li><li>○ Right to Work in Australia Check</li><li>○ Working with Children &amp; Young People (Blue Card) Verification</li><li>○ Qualification / Licence Verification</li><li>○ Practical Assessment</li><li>○ Numeracy and Literacy Assessment</li><li>○ Computer Skills Assessment</li></ul>
<b><u>EMPLOYMENT ELIGIBILITY:</u></b>	<p>To be eligible to apply for a position at Cairns Regional Council, you must fulfil one of the following criteria:</p> <ul style="list-style-type: none"><li>○ Australian Citizen</li><li>○ Permanent resident of Australia</li><li>○ New Zealand Citizen</li><li>○ Entitlement to work visa</li></ul>
<b><u>PROBATION PERIOD:</u></b>	A six (6) month probationary period will apply to the successful candidate.
<b><u>CLOSING DATE:</u></b>	<b>Tuesday, 8 April 2025 at 11:30pm AEST</b>

**CHOOSE CAIRNS:** [Choose Cairns](#)

**Thinking of  
making a move?**



<b><u>POSITION:</u></b>	Strategic Projects Librarian
<b><u>DIRECTORATE:</u></b>	Lifestyle & Community
<b><u>BRANCH:</u></b>	Creative Life
<b><u>UNIT:</u></b>	Library Services
<b><u>ORG RELATIONSHIP:</u></b>	Reports to Library Services Coordinator
<b><u>AWARD CLASSIFICATION</u></b>	Level 5
<b><u>CONDITIONS OF EMPLOYMENT:</u></b>	<p>Qld Local Government Industry (Stream A) Award – State 2017.</p> <p>Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.</p>
<b><u>LOCATION:</u></b>	City Library - It may be needed from time to time to move a position, or an incumbent of a position, as required to benefit Library Services
<b><u>HOURS OF DUTY:</u></b>	Nominally 36.25 hours per week, 19-day month RDO as per agreement.
<b><u>DELEGATIONS:</u></b>	Delegations as per the Delegations Register.
<b><u>WORK HEALTH &amp; SAFETY RESPONSIBILITIES:</u></b>	<p>Council wants all staff to 'Go home safe and well today and everyday' and at all times stay within the 'Safety Circle' by taking reasonable care for their own health and safety, take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons; and comply with any reasonable instruction given by their supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.</p>
<b><u>PRIMARY OBJECTIVES OF THE POSITION:</u></b>	<ul style="list-style-type: none"><li>• Support the Library Services Coordinator in developing and implementing library services, policies, and collection management strategies.</li><li>• Lead and coordinate strategic initiatives and projects, working collaboratively with stakeholders to identify priorities that align with Cairns Libraries' mission and ensure successful execution.</li><li>• Support the delivery of community-focused library services and collections, ensuring a high-quality customer experience.</li></ul>
<b><u>KEY DUTIES AND RESPONSIBILITIES:</u></b>	<p>Duties and responsibilities include but are not limited to:</p> <ul style="list-style-type: none"><li>• Work collaboratively with stakeholders to identify, prioritise, and deliver strategic and operational projects.</li><li>• Develop and manage project plans, timelines, and resources to ensure successful completion within scope, budget, and deadlines, using sound judgment and initiative.</li><li>• Conduct research, analyse data, and provide evidence-based recommendations to enhance library services and resources.</li><li>• Facilitate effective communication and collaboration among project teams, library staff, and stakeholders to achieve project objectives.</li><li>• Prepare and present project status updates and reports to library management and key stakeholders.</li><li>• Assess project outcomes and impact, providing recommendations for continuous improvement.</li><li>• Maintain comprehensive project documentation, including plans, reports, and evaluations.</li></ul>

# Position Description

- Stay informed on emerging library trends, technologies, and resources, advising on their integration into strategic initiatives.
- Analyse and present business performance data, trends, and insights to support informed decision-making.
- Provide specialist advice to library leadership and stakeholders, influencing decisions and promoting collaboration in achieving organisational goals.
- Assist in the preparation and management of the Library Services budget.
- Lead and contribute to library collection development and management projects.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Undertake other relevant duties as required.

## **SELECTION CRITERIA:**

### **Essential:**

#### Qualifications

- ALIA (Australian Library and Information Association) accredited undergraduate or post-graduate tertiary qualifications in library and information studies and eligibility for professional membership of ALIA at Associate (AALIA) level.
- Current Qld Drivers Licence and ability to independently drive between all library and business locations to meet operational needs.

#### Knowledge, Skills & Expertise

- Extensive experience and understanding of public library operations and services.
- Strong project management skills, including expertise in project planning, resource allocation, and risk assessment.
- Exceptional problem-solving abilities, with the capacity to gather, analyse, and apply data effectively to support evidence-based decision-making and drive practical solutions.
- Exceptional organisational and time management skills, with the ability to manage multiple projects and priorities simultaneously.
- Ability to provide expert advice and support on library service policies and procedures, including collection management.
- Strong analytical and conceptual skills, with demonstrated experience in researching, interpreting trends, and synthesizing information to develop strategic insights and recommendations.
- Proven track record of contributing to continuous improvement, business projects, and change management initiatives.
- Strong critical thinking skills, with the ability to evaluate complex issues, develop effective solutions, break down challenges into manageable tasks, and create actionable plans.
- Demonstrated ability to produce high-quality reports, proposals, and professional documentation.
- Self-motivated with the ability to work independently, exercise initiative, manage time effectively, prioritise workloads, and meet deadlines.

# Position Description

## People Oriented Skills & Attributes

- Exceptional interpersonal skills, with the ability to collaborate effectively as a team member and contribute to the library leadership team.
- Highly developed written and verbal communication skills, with proven ability to engage in consultation, negotiation, and effective collaboration in a team-oriented environment.
- Strong critical thinking, communication, and problem-solving abilities, with a creative approach to resolving issues and achieving positive outcomes through negotiation.

## **Desirable:**

### Knowledge, Skills & Expertise

- Demonstrated knowledge and experience in using Civiya Spydus library management system, including proficiency in cataloguing, circulation, acquisitions, workflows, workflow configuration and reporting functionalities.
- Ability to generate, analyse, and interpret library management system reports to support data-driven decision-making and service improvements.

## **PERFORMANCE INDICATORS:**

It is expected the incumbent will:

- Provide effective support and professional advice to the Library Services Coordinator.
- Accurately analyse and interpret data to develop well-informed recommendations.
- Design, implement, and oversee continuous improvement initiatives and strategic business projects.
- Manage projects, reports, and tasks efficiently, ensuring timely completion.
- Build and maintain strong, collaborative relationships with stakeholders.
- Maintain confidentiality and exercise discretion in all professional matters.
- Comply with all facets of Council's Code of Conduct.