

## PART 1 – POSITION DETAILS

<b>Position Title</b>	Librarian
<b>Position Number</b>	Generic
<b>Division</b>	Community and Belonging
<b>Business Unit</b>	Library Services
<b>Pay Rate</b>	Northern Beaches Grade G
<b>Reports to</b>	Library Branch Manager
<b>Hours</b>	Up to 35hrs per week
<b>Status</b>	Permanent
<b>Date of last review and update</b>	January 2020

## NORTHERN BEACHES COUNCIL'S VISION AND VALUES

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

## DIVISION

### COMMUNITY AND BELONGING

The Community and Belonging Division is responsible for actively engaging the community in encouraging a broad range of opportunities and activities that enable social interaction for people at each stage of their lives.

The division promotes an inclusive community that is friendly and supportive, facilitates volunteering opportunities, provides fair access to information and breaks down institutional and social barriers to enable all people to participate in community life. The division finds opportunities to offer appropriately targeted services that can meet the evolving needs of our community.

The Division comprises of the following business units, Customer Services, Children’s Services, Community Services and Library Services.

## PART 2 – BUSINESS UNIT OVERVIEW

The purpose of the Northern Beaches Library Service is; Libraries for Life, Enhancing Leisure and Learning. The service:

- Provides efficient customer focused library services that deliver value to our community

- Provides library facilities and opportunities for literacy, lifelong learning, creativity, work, relaxation and play, and
- Develops staff capabilities and undertakes business initiatives to make on-going service improvements for our community.

There are six library branches across the Northern Beaches Local Government Area; Dee Why, Glen Street, Forestville, Manly, Mona Vale, Warringah Mall and four Community Libraries at Avalon, Terrey Hills, Seaforth and Harbord.

Our library branches implement and manage library loans, programs, local history, genealogy, information and digital resources. Remote access is also available to our online catalogue and e-Resources.

## **PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES**

### **Role Purpose**

The Librarian role is a key role within the Library Services Group. The Librarian provides the technical process knowledge and the advisory subject matter knowledge needed by the various customers of the Library.

The successful applicant will be required to coordinate and perform a variety of functions which may include collection management, assisting customers to access collections both in hard copy and electronic formats, leading customer front of house functions and assisting with programs.

### **Key Responsibilities**

- Provide friendly and efficient customer service in a desk or concierge role
- Provide high quality reference, information, and referral services to the public
- Assist customers with accessing services or equipment, connecting their own electronic devices and in locating resources
- Competently operate the library's computer equipment and software and other office equipment
- Understand complementary services offered by other libraries, in particular the State Library NSW
- Assist in the delivery of programs and events as required
- Shelve items promptly and accurately; maintain shelves and stock in good order
- Supervise, motivate and coach library staff, or volunteers as required
- Operate as an effective member of the library team; planning and organising own work and the work of others to meet deadlines and priorities
- Contribute actively to team meetings and attend Council training as requested
- Keep up to date with policies and procedures relevant to the operation of the Libraries
- Maintain own professional education and attend periodic refresher programs as required, and
- Report and record any unsafe situations, emergency, hazard, incident or damage and deal with this in accordance with Procedures if carrying supervisory responsibilities at the time.

### **Operational**

- Maintain a clean and safe work environment while complying with safety policies and procedures
- Comply with statutory and regulatory requirements and standards
- Exercise Workplace, Health, Safety and Rehabilitation responsibility, accountability and authority as outlined in WH & S procedures.

- Undertake the duties of a First Aid Officer, after training as required.
- Document and communicate WHS issues to your Library Branch Leader.
- Take personal responsibility for behaving in accordance with the organisations' values and directions

### **Business Performance**

- Actively participate and contribute to the delivery of the Library service business plans.
- Actively participate and contribute toward the integration of core services across council
- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves better practice and strategic objectives.

*\*\*\* Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training)*

## **PART 4 – ESSENTIAL CRITERIA**

### **Educational & Experience Requirements**

- A university degree or equivalent which allows eligibility for professional membership of the Australian Library and Information Association (ALIA).

### **Capabilities and Knowledge**

- Demonstrated customer service skills
- Proven ability to work independently as well as within a small team
- Demonstrated ability to use a variety of digital formats and social media
- Demonstrated ability to manage concurrent projects with competing deadlines
- Commitment to work advertised hours and to vary the standard location of work to meet the requirements of the seven day roster within which the Libraries operate
- Highly developed communication and interpersonal skills
- Behaviour that positively demonstrates Council's values of respect, integrity, teamwork, trust, leadership, and service, and
- Demonstrated commitment to continuous learning, EEO, Workplace and Safety and ethical practice principles.

## **PART 5 – DESIRABLE CRITERIA**

- Recent public library experience
- Proven ability to plan and deliver a range of library programs
- Knowledge and understanding of local government, and
- Current unencumbered NSW Drivers' Licence.

\*\* Appointment to this position is subject to a Working with Children Check, Police check and a pre-employment medical assessment. Prohibited persons under the Commission for Children and Young People Act are not eligible for appointment to this position.