

POSITION DETAILS			
<b>Title:</b>	Librarian – Local Heritage	<b>Grade:</b>	9 Band 3 / Level 1
<b>Number:</b>	S11086	<b>Status:</b>	Full time
<b>Directorate:</b>	City Lifestyles Directorate	<b>Reports to:</b>	Collection & Resources Manager S10136
<b>Department:</b>	Library Services Department		

### PRIMARY PURPOSE OF THE POSITION

- To provide, develop and maintain the Local Heritage collections and resources for optimum public access including digital access.
- To promote and encourage the use of the Local Heritage collections and resources through presentations, activities, exhibitions, displays and publications including partnerships with relevant institutions and groups.

### SELECTION CRITERIA

#### *Essential Qualifications, Licences and Experience*

- Accredited degree as recognised by the Australian Library and Information Association
- Current Class C Driver's Licence
- Five years equivalent experience with a team of professional and non-professional staff
- Current Working with Children's Check

#### *Essential Team Work and Customer Service Skills*

- Ability to consult, share information and work collaboratively.
- Ability to demonstrate customer service values

#### *Essential Technical Skills*

- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.

#### *Desirable Criteria*

- An understanding of the local government environment.
- First Aid Certificate

### SCALE AND SCOPE OF INFLUENCE

- Exhibits positive behaviours by showing initiative, taking responsibility for own actions and referring issues of ethics and probity.
- Supports continuous improvement by identifying improvements to processes and practices and supporting change.
- Contributes to work area planning and prioritises workloads to meet deadlines.
- Impacts on the external image and perception of Council with regards to customer service and workplace behaviour.

- *Total Expenditure Control: Nil*
- *Positions Reporting Directly to this Position: Nil*
- *Positions that Indirectly Report to this Position: Nil*
- *Number of Contractors Managed: Nil*
- *Annual Value of Contracts Managed: Nil*

## **FUNCTIONAL RESPONSIBILITIES**

- Adding Value and Completing Position Responsibilities:
- Work as part of the Collection Services Team to assist in the provision of a prompt, courteous and efficient library service
- Participate in collection management processes
- Develop Shoalhaven Libraries Local Heritage Collection and its resources ensuring relevance and appropriateness.
- Develop networks and stakeholder relationships to promote the creation, publishing and sharing of local history including collaborations and partnerships
- Interact with the wider community including Council staff to maximise the potential reach of library services
- Create community engagement and learning programs, events and exhibitions to targeted key priority groups promoting heritage services to the broader community
- Create content for relevant websites and databases and ensure these are maintained, promoted and utilised
- Provide advice and assistance to internal and external clients on how to use the resources in the Shoalhaven Libraries Local Heritage and Genealogy Collection.
- Provide training to customers and library staff in the use of resources for local heritage research and assistance.
- Actively seek material for inclusion in the Shoalhaven Libraries Local Heritage collection.
- Maintain and update the Local Heritage Strategy, and actively participate in the Library's Strategic and Marketing Plans
- Manage, review and promote the Shoalhaven Libraries newspaper collection
- Conduct research for clients as appropriate.
- Perform regular Circulation Desk shift work as required
- Perform regular Children's Storytime as required
- Ensure that all communication provided is correct, factual, timely, customer-focused and in accordance with the relevant legislative requirements and Council procedures.
- Ensure the Supervisor or Coordinator is aware of difficult/sensitive issues which arise.
- Share information within the work group to ensure others are kept informed of issues.
- Additional relevant library duties within existing skillset as may be required.

### 1. Achieving Internal and External Customer Focused Service:

- Ensures work and behaviour adds value to the business of Council, within area of responsibility and corporately.
- Makes recommendations on improving practices and procedures relevant to functional responsibilities.
- Behaves and works in a manner which demonstrates the Library team as a focused, professional and reliable service.

### 2. Working With External and Internal Policies, Systems, Processes and Equipment:

- Works with TRIM,

- Library Management System
- Libraries Australia/Trove
- Various genealogy databases
- Local Heritage Strategic Plan
- and other Council systems.

3. Communication and Relationships, Self and Team Development:

- Manages conflicts and differences and contributes to the resolution of problems, to maintain an effective working environment.
- Works collaboratively and functions as an effective team member.
- Ensure knowledge of relevant legislation and Library trends are kept up to-date.
- Participates in the Employee Performance Review (EPR) and uses feedback to develop skills, behaviour and attitude.

4. Contributing to Council's Long Term Financial Plan:

- Ensures work is undertaken in a manner which is consistent with the budget and resources allocated.
- Provides recommendations on improving cost effectiveness within the Team.

**OVERALL CORPORATE RESPONSIBILITIES**

1.	To adhere to Council plans, policies, procedures and Code of Conduct.
2.	To understand, adhere and promote all Workplace Health and Safety policies and procedures.
3.	To understand, adhere and promote Council's Equal Employment Opportunities policies and procedures.
4.	To understand and respond to the needs of our customers in accordance with the relevant policies.
5.	To deliver functional responsibilities and service levels as required in the relevant operational plan.
6.	To work within budgets and achieve best value for money.
7.	To actively share information and knowledge on issues, training and better practice to relevant staff.
8.	To identify and initiate improvements of processes to maximise service delivery.
9.	To identify and minimise exposure to risk.
10.	To apply policy and guidelines without personal bias.
11.	To be involved in or provide feedback on corporate initiatives.
12.	To positively and proactively work with others across the organisation to deliver the outcomes.
13.	To provide advice to support others in decision making.
14.	To model Council's values.
15.	To create and contribute to a positive work environment within teams and the workplace.
16.	To undertake relevant training to improve performance and meet mandatory requirements.
17.	To keep abreast of and apply industry wide trends, better practice and innovation.
18.	Use Council's authorised recordkeeping system(s) to create, receive and capture corporate records relevant to the responsibilities of the position in accordance with Council's Records Management Policy.

**WORK HEALTH & SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS**

In addition to the statements below, you are required to perform your duties in accordance with this Job Description, Shoalhaven Council's Code of Conduct, WHS policies and procedures including statements within Council's WHS Authorities/Responsibilities/Accountabilities Policy.

#### *Work Health and Safety (WHS)*

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear personal protective equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Shoalhaven City Council's property to the responsible Manager.

#### *Certificates of Competency / Licences*

- Where required for the position, either by legislation or through Shoalhaven City Council's policies and procedures, maintain all certificates, licences, operative training etc. for the group, and advise the responsible Manager of any change to these, including vehicle licences.

#### *Injury Management*

- Report all injuries/illnesses to the responsible Manager immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

#### *Risk Management*

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager.

#### *Equal Employment Opportunity (EEO)*

- Work to the best of your ability and provide quality service to customers;
- Recognise the skills and talent of other staff members;
- Act to prevent bullying, harassment and discrimination against others in your workplace;
- Respect differences among your colleagues and customers such as cultural and social diversity;
- Treat people fairly - don't discriminate against, bully or harass them;
- Work in keeping with the Shoalhaven City Council's EEO management plan and other EEO policies.

### **CONDITIONS OF EMPLOYMENT / SPECIAL REQUIREMENTS**

#### **Award/Agreement**

Local Government State Award

**Code of Conduct**

Employees are to comply with Council's Code of Conduct and Council policies at all times

**Regular Hours**

Monday to Sunday 8.00am to 9.00pm based on a 35 hour week. Flexibility may be required to work outside these hours according to operational needs.

**Entitlements**

Salary sacrifice options, 9 weeks paid maternity leave, long service leave entitlement after 5 years' service

**Work Context**

Air-conditioned office, use of computers, use of office / communication equipment, manual handling, travel may be required, smoke free work environment

**Pre-Employment Requirements**

- Working with children clearance for any positions designated as child related employment by the NSW Office of the Children's Guardian.
- Pre-employment medical assessment
- Proof of Australian residency/ citizenship/ work permit status.
- Pre-employment screening to meet the requirements of the Australian Standards in Employment Screening

Employee's Name:	
Employee's Signature:	
Date:	