

Looking After Our Community

RESPECT | INTEGRITY | RECOGNITION

*A prosperous and progressive
community we proudly call home.*

Position Description

Position Title	Library Assistant – Children's Services
Position Number	F0001P
Directorate	Community
Position Reports to	Library Services Coordinator
Staff Management	Nil
Date Authorised	July 2021
Position Status	Varies
Hours per week	Varies
Award	Local Government State Award 2026
Flexibility	Dependent upon incumbent
Grade	D
Delegations	Nil

Council overview

The Mid-Western Regional Council area covers an area of more than 9,000 square kilometres and the total population of the Mid-Western Region exceeds 25,000.

As the Mid-Western Region continues to grow and prosper at a steady rate, Council currently employs over 450 people. With it being one of regional NSW's fastest-growing areas, Mudgee provides many reasons to relocate with great lifestyle benefits.

Primary purpose of the position

To assist in the provision of quality library services to the community, including storytelling and craft activities.

Key accountabilities

- Undertake library circulation tasks that assist clients in accessing library services both in the library and online.
- Maintain item and membership records in the library management system according to policies and procedures.
- Provide general assistance and customer service tasks that assist clients in meeting their information, recreational and educational needs.
- Provide directional, reference and information services to assist in locating materials in the library and online.
- Assist clients to use computers, photocopiers and other library equipment.
- Maintain library stock including the labelling, covering, repair and maintenance as required.
- Train and co-ordinate the work of casual staff, volunteers and work experience personnel in end processing and repairs.
- Organise and present storytelling and craft activity sessions for pre-schoolers through the Children's Services Program.
- Organise and present storytelling and craft activities for school children during school holiday periods.
- Organise and present special library visits and events for children as directed.
- To actively promote and demonstrate the core values and behavioural requirements of the Workplace Environment Statement.

Workplace Health and Safety

To comply with all Council safety policies and procedures including SWMSs and Project/Event Safety Management Plans where applicable.

- Work in a safe manner without risk to themselves, others or the environment
- Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work)
- Report all incidents, hazards, injuries, illness or property damage, theft or loss
- Participate in agreed WHS consultation arrangements
- Participate in site inspections, site risk assessments or incident investigations as requested
- Seek assistance/clarification if unsure of WHS rules or procedures
- Report any faulty tools or plant
- Correctly use and maintain all personal protective equipment provided as required
- Complying with emergency and evacuation procedures
- Participate in any required WHS training or induction
- Follow any verbal directions given by any MWRC employee with regard to WHS
- Participate in WHSMS review activities as required/requested

Position selection criteria

Essential

- School Certificate or equivalent
- Effective communication skills
- Effective customer service skills
- Basic skills in information gathering

- Ability to use computer desktop software and library management software
- Ability to deliver children's storytelling sessions
- Ability to deliver children's craft activities
- Knowledge of workplace health and safety responsibilities and a commitment to attending relevant WHS training

Position Selection Criteria

Highly Desirable

- Class "C" Drivers Licence
- First Aid Certificate
- Certificate III in Library and Information Services
- Previous library experience
- Ability to manage time efficiently
- Ability to relate to children both individually and in a group
- Demonstrated creative ability
- Ability to work with others in a team environment

Genuine Occupational Requirements

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment

- Work is performed primarily indoors and undertaken on a computer. The incumbent will need to be aware of the Workplace Health and Safety issues associated with manual handling and working with computers.

Mobility

- The position involves sitting for prolonged periods of time in an office environment. It will involve standing at the reference desk and walking throughout the library, assisting clients. It will also involve carrying books and boxes of books as well as stretching to reach high and low library materials.

Other Factors

- At present, library opening hours are until 6pm Monday to Friday and 9.30am-12.30pm on Saturdays. Staff may be required to travel away from the Mid-Western Regional Council area to attend training and workshops. Work in the library involves some cash handling in order to accept payments for fines and other charges and services.

Capabilities for the Role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose

for elected members and all levels of the workforce. The Local Government Capability Framework is available at lgnsw.org.au/capability

Below is the full list of capabilities adapted from the NSW Local Government Capability Framework and the level required for this role. The capabilities in bold are the focus capabilities for this position. The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Manage Self Shows drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.	Foundational
	Display Resilience and Adaptability Express own views, persevere through challenges, and be flexible and willing to change.	Foundational
	Act with Integrity Be honest, ethical and professional, and prepared to speak up for what is right	Intermediate ■ Maintains confidentiality of customer and organisational information ■ Is open, honest and consistent in words and behaviour ■ Takes steps to clarify ethical issues and seeks advice when unsure what to do ■ Helps others to understand their obligations to follow the code of conduct, legislation and policies ■ Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
	Demonstrate Accountability Take responsibility for own actions, commit to safety, and act in line with legislation and policy.	Foundational
 Relationships	Communicate and Engage Communicate clearly and respectfully, listen, and encourage input from others.	Foundational
	Community and Customer Focus Commit to delivering customer and community focused services in line with strategic objectives.	Intermediate ■ Identifies and responds quickly to customer needs ■ Demonstrates a thorough knowledge of services provided ■ Puts the customer and community at the heart of work activities ■ Takes responsibility for resolving customer issues and needs
	Work Collaboratively Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.	Intermediate
	Influence and Negotiate	Foundational

Capability Group	Capability Name	Level
	Persuade and gain commitment from others, and resolve issues and conflicts.	
 Results	Plan and Prioritise Plan and organise work in line with organisational goals, and adjust to changing priorities	Foundational
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Foundational
	Create and Innovate Encourage and suggest new ideas and show commitment to improving services and ways of working	Foundational
	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Foundational ■ Takes the initiative to progress work tasks ■ Clarifies work required and timeframe available ■ Identifies what information/ resources are needed to complete work tasks ■ Checks own work for accuracy, quality and completeness ■ Completes tasks under guidance, on time and to the required standard
 Resources	Finance Be a responsible custodian of council funds and apply processes in line with legislation and policy.	Foundational
	Assets and Tools Use, allocate and maintain work tools appropriately and manage community assets responsibly.	Foundational
	Technology and Information Use technology and information to maximise efficiency and effectiveness.	Intermediate ■ Shows confidence in using core office software and other computer applications ■ Makes effective use of records, information and knowledge management systems ■ Supports the introduction of new technologies to improve efficiency and effectiveness
	Procurement and Contracts Understand and apply procurement processes to ensure effective purchasing and contract performance.	Foundational

Signatures

Employee

Full name			
Signature		Date	

Manager

Full name			
Signature		Date	

Director

Name			
Signature		Date	

How to apply for a position at Council

Thank you for your interest in working at Council. We are an equal opportunity employer that promotes a safe and healthy work environment with core values of Respect, Integrity and Recognition.

WHY COUNCIL IS A FANTASTIC PLACE TO WORK



Flexible work hours



Long service leave
after five years



Rostered days off



Employee assistance
program (EAP)



Fitness passport



Annual vaccination
program



Skin check program



Paid parental leave



Learning and
development program



Health and
wellbeing days



Discounted private
health fund



An opportunity to work
for the community in
which you live

WHAT TO INCLUDE IN YOUR APPLICATION

1 Employment Application Form

Called 'application'. The document can be viewed after hitting 'apply now'.

Complete the online application/questionnaire and answer each question on this form (we recommend preparing your answers in a separate Word document, then cutting and pasting to this application form).

You must demonstrate to us how you meet the criteria by providing relevant examples. The questions relate directly to the selection criteria contained in the position description (essential). Stating yes or no, or refer to my resume, to the questions on the application form is not enough.

It is important to know that this is the key information used to short list applicants for interview.

Note: If you do not address the selection criteria, your application may not be considered.

2 Cover Letter

Called 'supplement documents upload' at the base of your online Employment Application Form.

You should include a brief cover letter to explain why you would like to work for Council and highlights from your resume that are relevant to the position you are applying for.

3 Resume

Called 'CV upload' at the base of your online Employment Application Form.

Your resume should be uploaded as a separate document – it should be clear and brief.

Please ensure your resume contains your personal details (name, address, email address and contact phone number/s), your work history, education and training, and any key achievements in study and/or work history to date.

WHERE DO I SUBMIT MY APPLICATION?

Go to midwestern.nsw.gov.au, select 'careers', then 'current vacancies'.

Select the position you wish to apply for and click on 'view details and apply'. We recommend taking a screenshot or downloading the position description for your reference.

Once your application is successfully submitted, you will receive an automatic reply via email. It is important to provide an email address that will not compromise your privacy.

It is Council's strong preference that applications are submitted online however, if you are unable to submit an electronic application – please deliver your application to one of the Customer Service Centres (located in Gulgong, Mudgee and Rylstone), ensuring it is addressed to the Human Resources Department. Alternatively, contact Human Resources by calling the Council on 6378 2850.

All applications **must** be received by the close of business on the closing date advertised.

Applying for more than one position?

A separate application must be submitted for each vacancy that you are applying for. Remember, each position has a different set of questions/selection criteria to address.

THE RECRUITMENT AND SELECTION PROCESS

You will be contacted by email and/or phone if you are to receive an interview. This should occur within 10 working days of the closing date advertised.

At the time of contact for interview, please advise the coordinator of any special accommodations in relation to your interview, e.g. building access, communication assistance.



Examples of how to address selection criteria

Strong written and oral communication skills

In my current position of [] I interact with people across all levels of the organisation and communicate with external customers also. To ensure that I maintain a high level of communication practices I always [].

As part of my position responsibilities on a daily basis I communicate verbally with [].

For example, I recently held a meeting to discuss [] and the outcome was [].

As part of my position I create [] documents. My involvement is [].

Current driver's licence

I have a current driver's licence and can drive both manual and automatic vehicles. The licence number is [] and it expires on []. I have an unblemished driving record and have held my licence for [] years.

Traffic control stop/slow ticket and experience working with traffic

I currently hold the following traffic control ticket/s [] (include number and expiry dates).

I am able to present these original cards at interview.

I have [] years work experience with traffic control. With my current employer I work on the following projects []. This required [] and [].

My responsibilities also include:

DISCLAIMER

The information contained in this fact sheet is general in nature and should not be relied upon as the complete source of information to be considered. This document is not intended as a substitute for consulting relevant legislation or for obtaining appropriate professional advice relevant to your particular circumstances.