



# Library Officer

Paraburdoo

Application Package

February 2024



## Contents

Employment Conditions & Benefits .....	9
CONDITIONS .....	9
SUPERANNUATION .....	9
ANNUAL LEAVE.....	9
What do you need to do before applying? .....	10
COVERING LETTER .....	10
RESUME.....	10
REFEREES.....	10
SUBMITTING YOUR APPLICATION .....	10
NEXT STEPS.....	10
ABOUT THE SHIRE OF ASHBURTON.....	11
TOM PRICE .....	11
ONSLOW .....	14
The other Shire towns.....	16
PARABURDOO .....	16
PANNAWONICA.....	16



## Library Officer

Residential – Paraburdoo | Casual

Starting casual hourly rate \$37.32 plus super There is no accommodation allocated for this position.

### About the Position

We have an exciting new opportunity for the role of Library Officer.

The Shire of Ashburton is seeking an outgoing and organised person who likes working with people, including children, to join the team at the Paraburdoo Library. This role is responsible for providing excellent customer service along with assisting in the provision of special programs at the library and general administration duties.

Our ideal candidate will be highly motivated, with excellent communication skills and the ability to engage young people, as well as previous experience in customer service and/or administration. Experience working in a library will be highly regarded, however is not essential. The successful candidate will be required to provide proof of application for a Working with Children Check prior to commencement, if not already held.

For further information regarding this exciting opportunity, please contact Cindy Derschow, Manager Libraries & Information Services, on 08 9190 2223.

### Submitting your Application

Applications must be submitted online via the Shire of Ashburton website:  
[www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au) by 9:00 AM Friday 8<sup>th</sup> March 2024.

*Please note: Shortlisting may commence immediately.*

The Shire of Ashburton encompasses the towns of Tom Price, Onslow, Paraburdoo and Pannawonica. Our employees enjoy a relaxed lifestyle in the Pilbara region of Western Australia, set amongst the backdrop of world renowned Karijini National Park and Millstream Chichester National Park with spectacular gorges, deep red earth and are some of the oldest formations in the world and our coastline takes in the Mackerel Islands, with turquoise water and opportunities for best fishing and snorkelling.

**The Shire of Ashburton is committed to diversity and strongly encourages candidates from different cultural, gender and age backgrounds to apply.**

*Please Note: Canvassing of Councillors or Shire Employees will disqualify. The successful applicant is required to obtain relevant police checks and to provide evidence of all claimed qualifications prior to commencing employment. We strongly encourage candidates to apply for a National Police Check upon job application.*



## Position Description

### Library Officer

<b>Position Number</b>	JA.95 Tom Price; JA.96 Paraburdoo; JA.97 Pannawonica; JA.118 Onslow.
<b>Directorate</b>	People and Place
<b>Department</b>	Library and Customer Service
<b>Job Family</b>	Officer
<b>Reports To</b>	Manager Libraries
<b>Direct Reports</b>	None
<b>Location</b>	Various Locations
<b>Industrial Instrument</b>	Shire of Ashburton Enterprise Agreement 2017
<b>Classification Level</b>	Level 2

### Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

### Values

Respect    Openness    Teamwork    Leadership    Excellence    Health and Wellbeing



## **About the Role**

### **Role Objective/Purpose**

This position Support library operations, primarily by assisting library users, ensuring the provision of high-level customer service at all times.

### **Key Role Outcomes**

Ensure effective, timely, cost effective and high-quality library services for the Shire, which includes, among other things:

- Support the manager libraries in the provision of high-quality library services;
- Provide a high standard of customer service to library users at all times;
- Assist the manager libraries to deliver community needs;
- Assist in maintaining library facilities to a high standard;
- Program delivery (research, prepare deliver) in conjunction with manager libraries; and
- Undertake all required library administration and maintenance of relevant records.

Various ad hoc duties to support and assist the wider team as required. Implement and deliver on all priorities as determined by and directed by manager libraries (including scheduled progress reporting where required).

### **Work Duties**

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.



## Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence and Health and Wellbeing which always apply, to all staff, in all roles.

Competency	Required Level
<b>Health and Safety</b>	Fundamental: Applies Job Safety Analysis, Safe Work Method Statements, and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
<b>Accountability</b>	Intermediate: Works under general supervision up to limited supervision. Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks. Receives general direction and selective checking of work.
<b>Judgement and Decision Making</b>	Fundamental: Work procedures generally well established. Decisions made impact on local work areas and team. Discretion applied within established procedures. Judgement is limited to own work. May make simple recommendations within local work area.
<b>Time Management</b>	Intermediate: Able to manage own workload and prioritise within usual work patterns.
<b>Customer Service</b>	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters. The employee will



	reflect and always demonstrate the code of conduct of the organisation, its values and work with the highest level of integrity.
<b>Financial Management</b>	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
<b>Leadership</b>	Fundamental: Extent of leadership is setting a positive example through one's own actions to influence peers and supervisors.

### Role Specific Competencies

These are the specific competencies required of the role.

Competency	Required Level
<b>Problem Solving</b>	Fundamental: Able to solve minor problems that relate to immediate tasks in accordance with management directives, policies of Council and legislative requirements.
<b>Policy or Legislative Interpretation</b>	Fundamental: Apply procedures or work processes to own work.
<b>Conflict Resolution</b>	Fundamental: Able to work well with team members and demonstrate respect to peers.
<b>Communications Skills</b>	Fundamental: Can read and write English to an acceptable level for the workplace. Can follow written and verbal direction, safety instructions, and other workplace specific terminology. Major portions of the work are verbal rather than written. Considerate when dealing with others.



<b>Equipment Operation</b>	Fundamental: Uses handheld, non-powered equipment.
<b>Administration Skills</b>	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.

### **Licenses, Registrations, Memberships or Qualifications Required of Role**

- Minimum C Class Drivers Licence;
- Working with Children Check; and
- First Aid Certificate.

### **Experience, Skills, Knowledge Required of Role**

- Proficiency in MS suite of software; and
- Relevant prior experience in administration, customer service and/or working with children experience.

### **Confirmation**

I have received, read, and familiarised myself with this position description

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.







## Employment Conditions & Benefits

### CONDITIONS

Employment conditions are in accordance with the *Shire of Ashburton Enterprise Agreement 2017 (EA)*.

### ALLOWANCES

Ashburton, Annual Leave Travel and Health & Wellbeing allowances are applicable as per the *EA* pro-rated.

Ashburton Allowance	\$4,750.00
Annual Leave Travel Allowance	\$2000.00
Health & Wellbeing Allowance	\$300.00

Other benefits may include professional memberships, private usage of a fully maintained Shire vehicle, provision of a mobile phone, tablet and/or laptop, flexibility in working arrangements as well as travel, training, and personal development opportunities.

### SUPERANNUATION

Along with 10.5% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22.5% and 25.5% after 2 years), with salary sacrifice options.

### ANNUAL LEAVE

Six (6) weeks annual leave per annum with no additional leave loading applicable.

### LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

### UNIFORM AND PPE

Corporate uniforms are provided as per the *EA*. Uniforms considered PPE will be provided upon commencement and will be replaced as required.



## What do you need to do before applying?

### COVERING LETTER

The covering letter should include the title of the position you are applying for, as well as the position reference number. You should explain why you are applying for the position, outline the relevance of your skills and how you may be contacted during normal business hours, should you be progressed to the next stage of the recruitment process.

### RESUME

Your resume should be up to date and provide personal details such as your name, address, and telephone number as well as relevant work history, education, training, courses attended, qualifications and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give only a brief summary of the duties and responsibilities for each of the positions.

### REFEREES

You should include in the resume the names and contact numbers of at least two (2) recent referees. It is our preference to contact referees from positions you've held which are related to the role you're applying for, if viable. At least one referee should be your current manager, alternatively a manager from a previous position may be used.

### SUBMITTING YOUR APPLICATION

Please apply by clicking 'Apply' on the job ad on our website: [www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au)

### NEXT STEPS

Once you have submitted your application you should start thinking about the next steps of the recruitment process and gather documentation to address the mandatory requirements for the role, this will include:

- 100 points of ID;
- National Police Clearance;
- Current Driver's Licence; and
- Required qualifications, tickets, or other licences.

You may also be required to undergo pre-employment checks such as psychometric testing, medical assessments and drug and alcohol screening – ensure you have documentation or evidence of any medical conditions or medication prior to medical testing being conducted.



## ABOUT THE SHIRE OF ASHBURTON

### TOM PRICE

Some 747m above sea level, Tom Price is the highest town in Western Australia commonly referred to as the 'Top Town in WA'. It is a modern, fully serviced town, and is an ideal base for exploring the wonders of Karijini National Park which is just an hour away.

The town offers unique opportunities such as mine site tours, canyoning tours to the gorges, and a large variety of natural attractions including Mt Nameless/Jarndunmunha, Aboriginal carvings, local water holes and parks. Millstream Chichester National Park is also just a few hours away from Tom Price – Python Pool is a must!

From Tom Price you can experience everything that's makes the Pilbara so epic, not just the national parks, but WA's tallest mountains which are waiting to be conquered! Be ready to be amazed by vast red landscapes, the greatest sunrises, and sunsets you'll ever see, not to mention the clearest skies – perfect for stargazing. Tom Price is home of great events like the Karijini Experience (April) and the Nameless Jarndunmunha Festival (August). It's definitely the best home base for adventure!



*Left:  
Canyoning in  
Karijini National  
Park*



*Right:  
Python Pool,  
Millstream Chichester  
National Park*



There is also a great community spirit in Tom Price with over 70 active community groups and sporting clubs. There's everything you may need in town, or you can go sightseeing, spider walking through the gorges, swimming at Hamersley Gorge or Fern Pool and generally experience what Karijini and the Pilbara have to offer while you're here – it's worth it! Tom Price is also only half a day's drive to the magnificent Ningaloo Coast. What more can you ask for?







### *Mount Nameless/Jarndunmunha*

Tom Price's most notable landmark is the majestic Mt Nameless. Known as Jarndunmunha to the local Indigenous people, meaning 'place of rock wallabies', the mountain is located approximately 4kms from town and 1128m above sea level.

It is the highest accessible peak by vehicle in Western Australia and offers spectacular panoramic views of the township, Rio Tinto Iron Ore Mine, and the surrounding ranges. The drive is approximately 30 minutes and is accessible by 4WD only. A challenging walk from the base of the mountain is approximately a 1 - 3 hour return hike, depending on fitness levels.

Tom Price has a variety of business facilities including a post office, a hospital, chemist, mechanics, hairdressers, supermarket, boarding kennels, home hardware store, home appliance store and a choice of eateries.





## ONSLOW





Onslow is the oldest town in the Shire of Ashburton and offers a variety of other scenic and historical attractions in the town and nearby, such as the Heritage Trail, Ian Blair Memorial Walkway, ANZAC Memorial, Four Mile Beach, Termite Mound Viewing Area, Bobby's Tree, Good Shed Museum and Staircase to the Moon. Of course, there are also fishing and crabbing opportunities. Onslow is also the gateway to the magnificent Mackerel Islands, and is within a few hours' drive of Coral Bay, Exmouth, and the Ningaloo Reef.

In recent years Onslow has become a hub of major industrial activity focused on natural resource extraction and is home to large scale projects such as Wheatstone LNG, Macedon Gas, Onslow Salt, the Onslow Marine Support Base, and the Shire's own Class IV Waste Management Facility which is currently in developmental stages. The town also boasts a modern airport which provides direct flights to and from Perth.

Onslow also hosts a range on new recreational facilities, catering to the sports and social needs of the community:

**Onslow Aquatic Centre**, consisting of a six lane 25m pool with an additional freeform beach entry area. The centre has a fully retractable shaded pool and lawn area, a kiosk to purchase hot food, snacks and cold drinks, a pro-shop full of swim training equipment. The perfect place to host a birthday party with free pool toys for entertainment and large inflatables for hire.

**Multi-Purpose Complex**, including a full-size sports gymnasium, as well as basketball, indoor soccer, netball, badminton, and volleyball courts.

**Tennis Courts**, managed by the Onslow Sports Club where keys can be obtained. The lights are operated by a coin box. There is one synthetic and one paved court.

**Onslow Community Garden**, a thriving garden in the centre of town which enables residents and visitors to share the pleasure of outdoor activity, wholesome food, and community spirit. Complete with BBQ facilities and a wood fired pizza oven, the garden hosts regular community events.



## **The other Shire towns...**

### **PARABURDOO**

Paraburdoo is a 40-year-old purpose-built mining town that lies on the desert fringe of the Hamersley Ranges.

It is renowned for its beautiful scenery, wildlife diversity and interesting short European history. Palm Springs is a permanent water source with exceptional bird watching. It is a Heritage Site for the Innawonga People, located 50km north along Paraburdoo Tom Price Road. Kelly's Pool is 8kms out of town and the local year-round water hole with picnic facilities. Paraburdoo is also where the Pilbara regions beloved 'Red Dog' was born.

### **PANNAWONICA**

Pannawonica is a purpose-built mining town, constructed in 1970 and is one of few 'closed mining towns' in WA, a term used by mining companies to describe towns where facilities are limited for visitors and accommodation is reserved for mining staff. The town ultimately provides a home for Rio Tinto employees and their families, working out of the Pannawonica mine site. The smallest town in the Shire of Ashburton, with just under 700 residents, the quaint desert town offers a great home base for adventure!

Millstream Chichester National Park is just 100km down the road from Pannawonica – Python Pool is a must.

