



Information for Applicants



Library Officer Permanent Part Time

Applications close
4:00 pm, Friday, 30 October 2020

For more information contact:
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The Position (Newspaper Advertisement)



LIBRARY OFFICER

Package up to \$57K Pro Rata

The Shire of Narrogin has a permanent part time opportunity for an enthusiastic individual to fill the role of Library Officer – Customer Services in Narrogin Public Library.

This position will participate in all services provided by the library with an emphasis on customer service and Inter library loans.

The candidate will have the following abilities:

- A genuine interest in assisting Library Staff in delivering quality, timely and innovative library services, activities and programs.
- Excellent written and verbal communication skills including the ability to effectively liaise with a cross section of community groups.
- A friendly people focussed attitude.
- An ability to work independently.
- A current Driver's Licence is essential.

There will be a requirement to work every third Saturday. No formal qualifications are necessary for this role, however applicants with a Librarian or Library Technician qualification, or progress towards same, will be viewed favourably.

To be considered for this position your written application is required to address the selection criteria listed in the position description and include a copy of your current resume. A police clearance and medical certificate will be required. Further information is available on the Shire's website, or by contacting Kay Weaver on 9881 1751.

Applications should be marked Private & Confidential and addressed to the undersigned and close 4:00pm, 30 October 2020. The Shire of Narrogin is an equal opportunity employer.

Dale Stewart
Chief Executive Officer
Shire of Narrogin
PO Box 1145 Narrogin WA 6312
enquiries@narrogin.wa.gov.au
www.narrogin.wa.gov.au

The Position (SEEK Advertisement)

Your New Role

This position will participate in all services provided by the library with an emphasis on customer service and Inter library loans working on average 36 hours per fortnight.

What you'll need to succeed

The successful applicant will have:

- A genuine interest in assisting Library Staff in delivering quality, timely and innovative library services, activities and programs.
- Excellent written and verbal communication skills including the ability to effectively liaise with a cross section of community groups.
- A friendly people focussed attitude.
- An ability to work independently.
- A current Driver's Licence is essential.

There will be a requirement to work every third Saturday.

The benefits of working with us

- Add other benefits specific to this role
- Salary package range of \$49,488 - \$57,622 pro rata per annum dependent on qualifications and experience inclusive of:
 - Up to 15% with Council superannuation contribution
 - 4 weeks' annual leave
 - Gym membership discount
 - Ongoing training and development.

Sound like you?

For information on how to apply, download the full Employment Package available on our website www.narrogin.wa.gov.au/work. If you wish to discuss this position or require additional information, please contact Kay Weaver on 9890 0900 or email mls@narrogin.wa.gov.au.

Applications should be marked "Private & Confidential – Library Officer" and addressed to the undersigned **before 4:00 pm Friday, 30 October 2020**.

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The Package

Position:	Library Officer
Department:	Corporate and Community Services
Section:	Library
Position classification:	LGIA Award: Level 3
Employment type:	Permanent Part Time (36 hours per fortnight)
Location:	R.W.(Bob) Farr Memorial Library.

Per annum	\$ Minimum	\$ Maximum
Salary	\$41,874	\$48,864
Superannuation @ 9.5%	\$3,978	\$4,642
Matching Superannuation @ 5.5%	\$2,303	\$2,688
Leave Loading 17.5% (not payable to contract employees)	\$564	\$658
Uniform Allowance	\$250	\$250
Gym Membership (full) (50% discount)	\$520	\$520
Rostered Day Off	Nil	Nil
TOTAL	\$49,488	\$57,622

About Your Application

Preparing Your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

Whilst emailed applications to enquiries@narrogin.wa.gov.au is preferred, if mailing or delivering the application, it should be stapled in the top left hand corner. Note: Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a brief letter outlining the position you are applying for and a brief description of your background and reason for applying for the position.

Addressing Selection Criteria

If the advertisement requires you to address selection criteria, you will need to set out in a separate document entitled "Selection Criteria" and provide evidence of your ability to meet the criteria.

Curriculum Vitae (Resume)

Your Curriculum Vitae should provide personal details (e.g. name, address, contact number) 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 a brief summary of the duties and responsibilities for each of the positions.

Qualifications

Certain positions stipulate that tertiary qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

Referees

You should include in your curriculum vitae the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

It is common courtesy that referees be contacted for approval prior to nominating them in the application.

Closing Dates for Applications

Vacant positions with the Shire of Narrogin are advertised for a specific period and close at the time and dates as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Narrogin offices.

Late applications will not be accepted.

Short-listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for interview will be contacted by an officer from the Shire of Narrogin by telephone to organise a convenient time to conduct the interview.

Preparing for the Interview

To prepare for the interview questions, re-read the Position Description focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar or equivalent.

The Interview Process

The interview panel will generally consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

After the Interview

The successful applicant will be contacted by a member of the Interview Panel to verbally offer the position. The Human Resources Department will forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate and completing a pre-employment medical and drug & alcohol test, the costs of which will be reimbursed upon commencement.

All unsuccessful applicants will be notified in writing.

Working for the Shire of Narrogin

Located in a picturesque valley surrounded by woodlands, farming country and rolling hills, Narrogin is just a two hour drive south east of Perth and is a major service centre for the region's rich agricultural industry.

The vibrant town is home to about 5,500 residents and is the regional centre for nearby communities including Cuballing, Wickepin, Wagin and Williams, all of which provide a feeder population of more than 10,500 people.

The town's significant infrastructure, health and education facilities and specialty retail outlets also regularly attract more than 9,000 residents from the other outlying shires of Brookton, Corrigin, Dumbleyung, Kulin, Kondinin, Lake Grace and Pingelly

The Shire of Narrogin is an Equal Opportunity Employer that has a team-oriented and highly motivated workforce which provides quality services and facilities to residents and visitors to the Shire.

Whilst most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the [Local Government Industry Award 2010](#), [National Employment Standards](#) and Council's adopted [Code of Conduct](#).

All or some of the following benefits may apply to your position at the Shire of Narrogin:

Local Government Career

There are currently 138 Local Governments in Western Australia (and two Territories). Whether it be a large organisation or a small team, a career in Local Government is an opportunity to make a real difference.

Hours of Work

Varies depending on the position held, most office employees work Monday to Friday, minimum 152 hours per month. Most 'outside' employees work Monday to Friday, from 6.30am to 4.00pm during the summer months and from 7.00am to 4.30pm during the winter months.

Rostered Day Off (RDO)

A RDO system is in place for eligible Shire employees. One day off per month for full-time Administration employees (other than Executive staff) and one day off per fortnight for employees that work in the Works and Services Division.

Up to 15% Superannuation (combined contribution)

As well as the required 9.50% superannuation contributions the Shire is required to make on behalf of its employees, contributions made by the employee to their own Superannuation Plan will be matched by the Shire up to a maximum of 5.5%.

Annual Leave - 17.5% Leave Loading

Four weeks annual leave after 12 months' service. Leave Loading paid on annual leave taken for non-contract positions with the Shire.

13 Weeks Long Service Leave

All permanent employees of the Shire are entitled to 13 weeks long service leave after completing 10 continuous years' service in Local Government. Long service leave accruals are transferable between all local government authorities in Western Australia.

Personal Leave

Personal/carer's and bereavement leave is as per the National Employment Standards.

Employees Training and Development Opportunities

To maximise the potential and skills of its employees, the Shire is committed to supporting employees' training and education and providing professional development opportunities to employees as appropriate and encourages senior employees' attendance at State Conferences.

Probationary Period

A position may be subject to a probationary period.

Study Leave and Funding

Study leave assistance may be extended at the discretion of the CEO.

Competitive Salary

A competitive salary will be offered relevant to the position level within the Shire.

Salary Packaging

Salary packaging is available for permanent employees (eg package car and/or laptop).

Employee Incentive Scheme

Employees are able to participate in a reward scheme which enables employees to receive an amount not exceeding \$200 in cases where they have put forward good suggestions which have been adopted and resulted in savings and improved efficiency to the Shire.

Annual Performance Reviews

All employees are entitled to an annual performance review. The reviews are linked to possible salary review and highlights training requirements for the relevant position.

Internal Promotion and Acting Opportunities

The Shire encourages all employees to fulfil acting positions where available and endeavours to promote existing employees when a vacancy arises.

Subsidised Corporate Uniform – Office Employees

All permanent employees are entitled to a subsidised annual allowance toward the Local Government uniform.

Personal Protective Equipment – Works & Services employees

All necessary protective clothing and equipment is supplied by the Council to ensure your safety.

Smoke Free Working Environment

The Shire Administration office, Depot, Library, Homecare and all work places including vehicles are smoke-free working environments.

Health and Wellbeing Programme

Various programmes are regularly conducted for Shire employees such as Flu vaccines and sun screen checks and full health assessments. These programmes are free to employees.

Equal Opportunity Employer

The Shire's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Job share and Part Time Opportunities

The Shire supports the principle of job sharing and part time employment, with various part time positions currently occupied within the Shire.

Modern Office Facilities

The Narrogin Shire Administration Office, Library, Recreation Centre, and Works Depot Office are all modern, spacious, air-conditioned buildings.

Kitchen Facilities

The Shire Administration Office has a modern kitchen/lunch room for employees use. Other Shire work-sites have dedicated lunch room facilities.

Employee Corporate Functions (e.g. Farewell & Christmas Functions)

The Shire provides an annual Christmas Function for all Elected Members, employees and their families as well as other occasional functions throughout the year.

Friendly Work Environment

A great team-oriented, friendly environment makes working with the Shire an attractive employment option with great prospects / career advancement within the Shire and in local government in general.

Work Experience Programme

The Shire is dedicated to giving young people the opportunity to utilise the work experience programmes through their School, enabling them to work in their area of interest.

RRR – Reduce Reuse Recycle

The Shire of Narrogin is committed to promoting environmentally conscious development and to creating a more sustainable community.

Gymnasium or Swimming at lunchtime – Discounted Membership

The Shire Administration Office is located within close proximity to the Narrogin Regional Leisure Centre. A 25-metre heated pool and fully equipped gymnasium is available to all staff who wish to visit

as an occasional patron or take advantage of 50% discount to membership packages at the Centre via salary sacrifice.

Family Friendly Environment

The Shire Administration Office is a family friendly environment and recognises the importance of a working/family life balance.

Voluntary Employee Involvement in Community Events

Employees are able to be involved in various events which the Shire organises and/or supports within the community.

Close to Early Education, Schools and the Agricultural College

For those with children, the Shire Administration Office is within close proximity to the Narrogin Regional Childcare Centre, three choices of Primary Schools, the Senior High School (to year 12) and the Agricultural College (years 10 – 12).

Employee Assistance Programme (free counselling)

Free counselling service available to all employees and their immediate family.

Free Parking

The Shire has free on-site parking facilities for all employees.

For further information please contact the Payroll Officer on telephone 9890 0900 or email payroll@narrogin.wa.gov.au.

Organisational Structure





Position Description

1. POSITION DETAILS

Position:	Library Officer
Directorate:	Corporate & Community Services
Department:	Library Services
Position classification:	Level 3
Employment type:	Part Time (36 hrs per fortnight)
Location:	R W Farr Public Library

2. ORGANISATIONAL RELATIONSHIPS

Responsible to:	Manager Library Services
Supervision of:	Volunteers
Internal and External Liaison:	
Internal	Chief Executive Officer
	Executive Manager Corporate & Community Services
	Manager Library Services
External	Library Customers
	General Public
	Library of Information Services of WA
	Library Staff at surrounding Libraries

3. POSITION OBJECTIVES

- To assist in the daily operations of the Library, with a focus on exceptional customer service provision.
- To assist with special projects relevant to the Library and information provision in the community.
- To promote all Library services.

4. KEY DUTIES / RESPONSIBILITIES

- Provide exceptional customer service to all patrons to ensure an enriching and positive experience of the Library.
- Perform all duties associated with the loaning of the library items including internal and external customers and agencies.
- Provide reference services to Library customers and public libraries in the upper great southern region.
- Assist customers with Internet use and queries.
- Perform customer service duties as directed.
- Perform all duties involved in the daily operation in the library including shelving, enrolments of new members, processing and repairing of stock, maintenance of the library catalogue and equipment, processing lost and damaged stock and inter library loan processing.
- Assist with implementing programs and events, including but not limited to adult community and education services, home library services and young people's services.
- Other duties as directed.

5. SELECTION CRITERIA

Qualifications:

- English or equivalent.
- Working with Children Check.
- 'C' Class motor vehicle driver's License.

Experience:

- Library Service Officer experience in a public library is desirable.

Skills:

- Excellent customer service skills
- Effective computer, keyboard and Internet searching skills
- Good communication skills, both written and verbal
- Sound literacy and numeracy skills
- Ability to work effectively within a team using sound interpersonal skills, including being flexible and able to develop positive workplace relationships
- A strong service ethic and exceptional customer service skills, including a genuine interest in library service provision to all clients and continuous improvement of services and processes.
- Ability to work some evenings and Saturday mornings when needed.

Knowledge:

- Knowledge of the Dewey Decimal System and library indexing, filing and shelving rules.
- Sound knowledge of books and reading.
- Sound knowledge of the English language including spelling, grammar and vocabulary.

- Knowledge of Library Automation.
- Knowledge of State Library of WA (SLWA) Online Catalogue.
- Knowledge of the internet, WWW and other Database search facilities.

6. EXTENT OF AUTHORITY

- Free to act within established guidelines and may exercise judgment in some circumstances.
- Operates under the general direction of the Manager Library within established guidelines, procedures and policies of the Shire as well as the statutory provisions of the Local Government Act and other legislation.

7. OHS REQUIREMENTS

- Follow all Occupational Health and safety guidelines, policies and procedures. Follow all Occupational Health and safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



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