

Position Description

Library Assistant Trainee

POSITION TITLE:	Library Assistant Trainee
POSITION NUMBER:	80206
DIRECTORATE:	Community Services & Facilitation
BRANCH:	Community Development & Libraries
EMPLOYMENT CONDITIONS:	Training Wage Award – State 2012 (Level A)
POSITION STATUS:	Temporary Full Time – 12 Months
POSITION LEVEL:	Trainee
ACCOUNTABLE TO:	Team Leader - Library
LAST REVIEWED DATE:	April 2024

COUNCIL VALUES

Whitsunday Regional Council's culture is driven by the following values:



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PRIMARY PURPOSE

The purpose of this position is to provide an entry level opportunity to gain Local Government experience whilst completing the nationally recognised qualification of a Certificate II Library Information Services.

KEY RESPONSIBILITIES

1. Demonstrate willingness to learn best practice process and execute safe practices in relation to library administration duties with quality at the forefront of mind.
2. Carry out a variety of tasks associated with the delivery of human resources administration activities in line with the requirements of the Certificate II Library Information Services.
3. To actively participate in ongoing training and self-development to achieve continuous improvement for yourself and Council, including the completion of the trainee qualification.

OPERATIONAL ACCOUNTABILITIES

1. To carry out general library administration duties including but not limited to advising public in the use of library services including circulation, shelving duties, reference enquires and basic cataloguing.
2. To undertake, complete and pass all competencies and assessments required to qualify for a Certificate II in Library Information Services.
3. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
4. Relieve at other locations throughout the region as required.
5. Undertake other relevant duties as directed, consistent with skills, competence and training.

ORGANISATIONAL ACCOUNTABILITIES

- 1. Workplace Health and Safety**
 - Actively participate and promote a safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
- 2. Culture**
 - Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.
 - Comply with Council's Code of Conduct and all Council policies and procedures at all times.
- 3. Information Services and Technology**
 - Protect and manage Council's information assets in accordance with legislative, policy and process requirements.
 - Use Council's technology appropriately and with respect.
- 4. Disaster Management**
 - Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.

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- Employees may be required to undertake duties during emergencies and disasters as necessary that may not be related to their substantive role.

5. Customer Service

- Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.

6. Financial Accountability and Governance

- Models compliance with Council's purchasing Policy.
- Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.
- Legislative Sub-Delegations and authorisations may also be applicable.

QUALIFICATIONS/SKILLS

Essential

1. Basic literacy, numeracy and oral communication skills sufficient to complete a Certificate II Library Information Services

Desirable

1. Class C Drivers Licence.

ACKNOWLEDGEMENT

This Position Description provides a general indication of the responsibilities and nature of the work to be undertaken by the employee. It is not intended to be a comprehensive list of all duties, tasks and/or requirements of the role.

The Position Description is reviewed on a regular basis and may be varied, with consideration being made for the employee's skills, experience and expertise. Any changes will be made in consultation with the employee.