



THSC Position Description

1. Position Details

Position Title	S0328 Customer Service Officer
Team	Library Services
Group	Customer, Community Services Group
Report To	S0693 Coordinator Library Branches
Number of Direct Reports	0
Max Grade	S05
Min Grade	S04

2. Organisational Values

Core Value	Expectation
Honesty	Sets an honest and ethical example for others to follow. This means acting truthfully, transparently and fairly and holding others accountable to do the same.
Integrity	Monitors confidentiality and guide others to respond to inappropriate conduct and conflicts of interest. This means facilitating a work environment that encourages reporting of inappropriate conduct and taking responsibility for own actions.
Loyalty	Commits to facilitating the delivery of best outcomes for the organisation. This means fulfilling the obligations of your role and leading by example.
Leadership	Knows own strengths and limitations and can develop them in others. This means taking action to put in place initiatives to coach and assist individuals and teams to apply their capabilities productively in the workplace.
Safety	Facilitates resources to implement safe work practices and act on reports of incidents and hazards immediately. This means taking action to provide resources to implement Workplace Health and Safety policies and procedures and make changes to improve safe work practices. Adheres to the responsibilities under Council's WHS Policy and WHS Responsibilities and Accountabilities Procedure.

3. Primary Purpose

This position will undertake direct delivery of the full range of Council and Library services through Council's libraries in face to face interactions and via calls. Efficiently and effectively resolve customer enquiries on a range of library services within agreed guidelines. Work cohesively as part of a team, building relationships, sharing knowledge and skills and participating in the delivery of library programs and activities.

4. Skills & Competencies

Item	Description
PLAN & PRIORITISE	Understands the strategic direction of Council and contributes to the delivery of team goals and outcomes.
FINANCE	Undertakes tasks and duties with a financially responsible approach.
TECHNOLOGY	Identifies ways to leverage technology to achieve better outcomes and uses corporate systems.
PROCUREMENT	Complies with Council's procurement guidelines.
FLEXIBILITY & CHANGE	Is flexible and able to adjust to changes in their working environment. Listens and takes action to make changes when provided with feedback. Can bounce back after setbacks and failures and use them as an opportunity to learn.
WORKING WITH PEOPLE	Can work as a member of a team and develop meaningful and productive workplace relationships.
COMMUNICATE & COLLABORATE	Can engage team members and internal stakeholders. Can tailor communication style to the needs of the audience, actively listens to others and provides input where appropriate. Develops respectful working relationships with team and colleagues.
INFLUENCE & NEGOTIATE	Influences and negotiates with other internal and external stakeholders from a



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	position that is well informed of the key issues. Works towards mutually beneficial outcomes.
LEGISLATION & POLICY	Works within defined legislation and policies relevant to their role.

5. Duties

Assist in the delivery of programs and activities.
Assist customers with the use of library resources and technology, including computers, printers and e-resources.
Assist in keeping hard copy library resources well presented, accessible and tidy.
Process customer transactions.
Resolve face to face, phone and online enquiries.
Work at any of Council's libraries as rostered.
Other duties specified by the supervisor/manager.

6. Risk Management

Act at all times in a manner which does not place at risk the work health and safety of themselves or any other person in the workplace. Be responsible and accountable for taking practical steps to minimise Council's exposure to risks insofar as is reasonably practicable within your area of activity and responsibility.
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7. Qualifications and Accreditations

Drivers Licence (Class C) - NSW
Working with Children Check
HSC or Equivalent

8. Knowledge and Experience

Experience in a high volume, fast paced customer service environment.
Experience in dealing with challenging customer interactions.
Experience working with people of diverse backgrounds and ages.

Managers Signature

21/02/2024

Date

Employees Signature

Date

Employee Name

Job Demands Checklist for: Customer Service Officer

PHYSICAL DEMANDS	Definition	Freq.
1. Sitting	<i>Remaining in a seated position to perform tasks</i>	C
2. Standing	<i>Intermittent standing to perform tasks</i>	C
3. Walking	<i>Intermittent walking various floor type: even / uneven / indoors / outdoors / slopes</i>	F
4. Running	<i>floor type: even / uneven / indoors / outdoors / slopes</i>	N
5. Bending/Leaning Forward from Waist	<i>Forward bending from the waist to perform tasks</i>	C
6. Trunk /Twisting	<i>Turning from the waist while sitting or standing to perform tasks</i>	C
7. Kneeling	<i>Remaining in a kneeling posture to perform tasks</i>	O
8. Squatting/Crouching	<i>Adopting a squatting or crouching posture to perform tasks</i>	F
9. Leg / Foot Movement	<i>Use of leg and / or foot to operate machinery</i>	N
10. Climbing (stairs/ladders)	<i>Ascend / descend stairs, ladders, steps</i>	F
11. Lifting/Carrying	<i>Light lifting and carrying: 0 – 9kgs</i>	C
12. Lifting/Carrying	<i>Moderate lifting and carrying: 10 – 15kgs</i>	O
13. Lifting/Carrying	<i>Heavy lifting and carrying: Up to 20kg (not required)</i>	N
14. Reaching	<i>Arms fully extended forward or raised above shoulder</i>	F
15. Pushing/Pulling/Res training	<i>Pushing/pulling: 0-9kgs (documents/laptop) Pushing/pulling: 10 – 15kgs</i>	C O
16. Head/Neck Postures	<i>Holding head in a position other than neutral (facing forward)</i>	F
17. Hand/Arm Movements	<i>Repetitive movements of hands and arms for administration work</i>	C

SENSORY DEMANDS	Definition	Freq.
1. Sight	<i>Use of sight is an integral part of work performance. E.g. Computer screens used for administrative work</i>	C
2. Hearing	<i>Use of hearing is an integral part of work performance. Operating a telephone for administrative duties</i>	C
3. Smell	<i>Use of smell is an integral part of work performance.</i>	N
4. Taste	<i>Use of taste is an integral part of work performance.</i>	N
5. Touch	<i>Use of touch is an integral part of work performance. For administration work and other tasks</i>	F
PHSYCHOLOGICAL DEMANDS	Definition	Freq.
1. Distressed People	<i>Emergency situations</i>	O
2. Aggressive & Uncooperative People	<i>Dementia, mental illness, drug or alcohol</i>	O
3. Unpredictable People	<i>Dementia, mental illness, drug or alcohol</i>	O
ENVIRONMENTAL DEMANDS	Definition	Freq.
1. Dust	<i>Exposure to atmospheric dust onsite</i>	O
2. Gases	<i>Working with explosive or flammable gases requiring precautionary measures</i>	N
3. Fumes	<i>Exposure to noxious or toxic fumes</i>	N
4. Liquids	<i>Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</i>	N
5. Hazardous Substances	<i>Dry chemicals, glues, etc.</i>	O
6. Noise	<i>Environmental / background noise necessitates people to raise their voice to be heard</i>	N
7. Inadequate Lighting	<i>Risk of trips, falls or eyestrain</i>	O
8. Sunlight	<i>Risk of sunburn exists from spending more than 10 minutes per day in sunlight</i>	N
9. Extreme Temperatures	<i>Environmental temperatures are less than 15°C or more than 35°C</i>	N













18. Grasping/ Fine Manipulation	<i>Gripping, holding, clasping with fingers or hands</i>	C
19. Work at Heights	<i>Using ladders, footstools, scaffolding, or other objects to perform work.</i>	O
20. Driving	<i>Operating motor vehicle</i>	O

10. Confined Spaces	<i>Areas where only one egress (escape route) exists</i>	N
11. Slippery or Uneven Surfaces	<i>Greasy or wet floor surfaces, ramps, uneven ground</i>	N
12. Inadequate Housekeeping	<i>Obstructions to walkways and work areas cause trips and falls</i>	O
13. Working at Heights	<i>Using ladders, footstools, scaffolding, or other objects to perform work.</i>	N
14. Biological Hazards	<i>Exposure to body fluids, bacteria, infectious diseases</i>	N
15. Vibration	<i>Whole body vibration, upper or lower body vibration</i>	N
16. Hot works	<i>Asphalt or other hot work</i>	N

FREQUENCY KEY:

C	Continuous	67-100%	Occurring continuously over a period of time
F	Frequent	34-66%	Occurring or done many times at short intervals
O	Occasional	1-33%	Occasional or done infrequently or irregularly
N	Never	0%	Never

Work Arrangements & Requirements

Hours/Days of work	Variable working hours												
Variable hours	<input type="checkbox"/> Overtime <input type="checkbox"/> On Call <input type="checkbox"/> Call Outs												
Break/Rest Periods	1 hour lunch break												
Equipment used	Desktop computers, iphone, ipad, trolley, automated booking sorting machine												
Personal Protective Equipment	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 