

JOB PACK

For the position of: LIBRARIAN
Ongoing
Part time – 85.50 hours per four-week period
\$74,995 - \$86,559 (pro rata)

Closing date: 11.00pm Sunday 6 February 2022

Thank you for your interest in prospective employment with Whitehorse Manningham Regional Library Corporation. In the following pages you will find the position description and general information to assist you in your application.

How to apply

Your application should include the following:

- a cover letter, stating the position you are applying for
- a statement addressing the Key Selection Criteria detailed in the position description
- your resume / curriculum vitae
- Optional – short two minute video outlining your key skills and the reasons why you are suited to the advertised role.

Applications that do not include the required components may not be considered.

Your resume should be precise and easy to read. Highlight your major achievements and only include information which is relevant to the position applied for. Applications must be in either PDF or word format.

Applicants **must** have appropriate employment and residency status in Australia.

Address your application to the Chief Executive Officer, Sally Both.

The preferred method of submitting an application is through the website, available at: <https://www.wml.vic.gov.au/About/Jobs-Volunteering/Jobs>. Applicants experiencing difficulty with loading attachments may also directly email their application to: applicants@wml.vic.gov.au.

To have your application considered it must be submitted no later than 11.00pm on the closing date. Unfortunately, any applications received after this time may not be considered.

As part of the recruitment process, preferred candidates will be required to consent to a national criminal record check and Working With Children Check.

The information you provide is collected for the purpose of prospective employment with Whitehorse Manningham Regional Library Corporation. In accordance with the Privacy and Data Protection Act 2014 you may have access to this information and may do so by contacting Corporation's Information Privacy Officer on 9896 4333. The information provided by you will be kept until no longer required. Any referees provided must be notified and advised by you of the possibility that Whitehorse Manningham Regional Library Corporation may contact them for a reference check.

**Advertisement
Librarian
Ongoing
Part Time – 0.60
\$74,995 - \$86,559 (Pro rata)**

Whitehorse Manningham Libraries is one of the most actively used public library services in Victoria. Our services are available to the whole community through eight physical locations, Outreach, Home Library Services and the library website.

About the Role

Whitehorse Manningham Libraries invite applications from qualified librarians who are committed to providing an excellent customer service environment.

The successful applicant will:

- Engage with a diverse community and stakeholders
- Be committed to the delivery of information services
- Have the ability to deliver quality and customer focused information and reader guidance services
- Have the ability to assist in the management and delivery of library events, programs and digital literacy training
- Have strong interpersonal and communication skills
- Be committed to strengthening community partnerships and connections
- Provide services via inhouse, outreach and online platforms, dependent upon customer needs
- Enjoy working as part of a team
- Have recognised tertiary qualifications conferring eligibility for professional membership of the Australian Library and Information Association

The successful applicant must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

This position is currently located at the Doncaster Library but may be required to work at any of the Whitehorse Manningham Library locations in accordance with operational needs. Rostered weekend work and evening shifts will be required.

All applicants are required to read the position description prior to submitting an application. For instructions on how to apply and a copy of the position description go to the Whitehorse Manningham Libraries website: www.wml.vic.gov.au/About/Jobs-Volunteering/Jobs. All applications must include a cover letter, resume and a response to the Key Selection Criteria. Applications that do not address the Key Selection Criteria as detailed in the position description will not be considered.

You may also upload a short 2-minute video outlining your key skills and experience if you wish to further enhance your application.

For further information contact Jonathan Gosden on 9896 4333

Applications close 11.00pm Sunday 6 February 2022.

SELECTION CRITERIA (to be addressed in application)

- Relevant qualifications and experience.
- Demonstrated ability to deliver quality and customer focused information and reader guidance services.
- Ability to contribute to effective collection development and maintenance.
- Ability to contribute as a team member and to undertake branch responsibilities as required, including the supervision of staff and volunteers.
- Understanding of current library trends in the provision of information and reader guidance services.
- Ability to provide services via inhouse, outreach or online platforms
- Strong commitment to quality and customer service.
- Demonstrated sound oral, written and influencing skills.

Where to go for further information

- Library Plan 2021- 2025 <https://www.wml.vic.gov.au/About/Reports-Plans-Policies>
- Facebook/whitehorsemanninghamlibraries
- Instagram/whitehorsemanninghamlibraries
- www.wml.vic.gov.au
- <https://www.youtube.com/channel/UCSFnaj08bqUFirgk0pNDIMQ>

Indicative four week roster: Home Location The Pines Library

	MON	TUE	WED	THUR	FRI	SAT	SUN
WEEK 1		10-5.30	1-8.15		10-5.30	9.45-5.15	
WEEK 2		10-5.30	10-5.30		10-6.15		
WEEK 3		10-5.30	1-8.15		10-5.30		
WEEK 4		10-5.30	10-5.30		10-6.15		

POSITION DESCRIPTION

Position Title	Librarian		
Position Number	BR18		
Date Approved	January 2022		
Department	Branch Services		
Award Classification	Band 5		
Reports To	Branch Manager / Team Leader		
Internal Liaisons	Manager Collections and Information Services, Outreach and New Technologies Managers, other professional staff, members of the branch team and other staff as required.		
External Liaisons	Member Councils, other libraries and municipalities, educational institutions, service providers, professional associations, community groups and local organisations and library users.		
Supervises	Other branch staff		
Probationary Period	Six months	Mandatory compliance checks	Police Check & Working with Children Check

Whitehorse Manningham Regional Library Corporation delivers high quality library services to the communities of Whitehorse and Manningham. The Corporation operates branch libraries at Blackburn, Box Hill, Bulleen, Doncaster, Nunawading, The Pines, Vermont South and Warrandyte. Online services are provided through www.wml.vic.gov.au.

POSITION OBJECTIVES

Strategic:

- Contribute to the development and achievement of Corporate and Team goals.

Operational:

- Provide high quality library services to the Whitehorse Manningham communities, with a particular focus on effective information and reader guidance services.
- Participate as a team member in all facets of branch procedural and operational matters; including, when required, the supervision of staff.

KEY RESPONSIBILITY AREAS

Branch Services

- Contribute to the development of the Branch service plan.
- Participate as a team member in all facets of branch procedural and operational matters and as required, supervise branch staff and procedures to ensure that efficient, consistent and approved branch practices are maintained.
- Participate in the provision of professional information and reader guidance services, customer service and public floor duties.
- Under the direction of the Branch Manager/Team Leader participate in branch collection development and maintenance.
- Actively participate in development and delivery of programs that support the achievement of organisational goals.
- Provide services via inhouse, outreach and online platforms, dependent upon customer needs

Information and Reader Guidance Services

- Under the direction of the relevant Manager, participate in the development and delivery of relevant Region wide plans and strategies.
- Provide formal and informal user education.
- Participate in the recruitment, training and supervision of volunteers who assist in the delivery of library programs.
- Deliver and support digital literacy programs

Community Engagement

- Actively maintain awareness of developments and trends in the provision of library and information services, programs and resources.
- Develop effective working relationships with local community organisations, agencies and service providers.
- Deliver and support inhouse, outreach and online programs

Occupational Health and Safety

- Provide a safe working environment in accordance with Occupational Health and Safety legislation and WMRLC policies and procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the Branch Manager for:

- Effective and efficient supervision of staff and procedures as required.
- Effective contribution as a Branch team member.
- The provision of quality customer services.
- Provision of effective and efficient information and reader guidance services at the branch level.
- Provision of effective and efficient programs and outreach services at the branch level.
- Effective contribution to collection development and maintenance at the branch level.

The position is accountable to the Manager Collections and Information Services for:

- Provision of efficient and effective information services and reader services to the community.
- Participation in the selection of collection resources.
- Provision of user education.

The incumbent's authority and freedom to act is subject to clear guidelines. The incumbent fully briefs relevant managers on all issues of operational importance and issues which may impact on customer service, cost, or time schedules.

JUDGEMENT AND DECISION MAKING

Decisions made impact on the nature and quality of services provided, and on local community perceptions of those services.

The objectives of the work are usually well defined but the particular approach to be used may be selected from a range of available alternatives.

The work may involve solving problems using established procedures and guidelines and prior professional or technical knowledge. Independent judgement may be required but guidance and advice would usually be available within the time required to make a choice.

KEY COMPETENCIES

Specialist skills and knowledge

- Knowledge and understanding of the local community.

- Awareness of the trends in library and information services and the ability to apply or modify these to satisfy local community requirements.
- Ability to analyse enquiries and to utilise relevant resources to effectively respond to customer library service needs.
- Broad awareness of current affairs, publishing trends, and technological changes and their particular application to the delivery of public library services.
- Ability to provide user education.
- Ability to contribute to collection development and maintenance.

Management skills

- Ability to prioritise and achieve work objectives within specified time frames.
- Supervisory abilities.
- Support for the achievement of team objectives before individual goals.
- Knowledge of and commitment to the principles of Equal Employment Opportunity and Occupational Health and Safety.

Interpersonal skills

- Sound, friendly, helpful and efficient oral and written communication skills.
- Ability to gain the co-operation of others.
- Ability to develop and maintain good working relationships with local community organisations, agencies and service providers.
- Public relations and public speaking skills.
- Strong commitment to the provision of quality customer focused services.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Librarianship recognised by A.L.I.A.
- Some experience in provision of information and reader guidance services.
- Valid Victorian driver's licence preferred.
- The incumbent will be required to undertake a National Police Check at the time of commencement and at regular intervals thereafter.

INHERENT REQUIREMENTS OF THE POSITION

The position includes a significant component of public floor desk duties. Substantial manual handling is an inherent physical requirement of working in this role.

Task	Performed Often (5+ times in one shift or sustained for 30 minutes)	Performed Sometimes (Less than 5 times in one shift)	Never / Rarely Performed
Passive			
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Telephone duties (incoming and outgoing calls)	✓		
Sitting (extended periods)	✓		
Walking / Standing (brief periods)	✓		
Walking / Standing (extended periods)	✓		
Climbing stairs		✓	
Driving a car		✓	
Manual Handling			
Lifting / carrying < 20kg		✓	
Lifting / carrying > 20kg			✓
Pushing / Pulling trolleys	✓		
Bending, squatting or reaching	✓		
Repetitive arm / wrist movements	✓		
Bending or twisting spine	✓		
Looking up/down	✓		
Reaching forwards or sideways	✓		
Gripping or grabbing	✓		
Sensory			
Fine Hand Coordination		✓	
Hearing – hold direct conversation	✓		
Hearing – telephone	✓		
Visual – read materials and signage	✓		
Emotional			
Exposure to challenging conversations and behaviours		✓	
Dealing with grief and loss		✓	
Communicating with elderly patrons	✓		
Communicating with Non-English speaking patrons	✓		
Providing empathy and support	✓		

Note: This table is not an exhaustive of all the job factors, however forms a basic capability guide to the activities required to undertake the role.

HOURS OF DUTY

Engaged on the basis of a 36 hours week

The incumbent will be required to undertake shift work, including evening and weekend work.

REMUNERATION

In the range Band 5A – 5D

SELECTION CRITERIA

- Relevant qualifications and experience.
- Demonstrated ability to deliver quality and customer focused information and reader guidance services.
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- Ability to contribute as a team member and to undertake branch responsibilities as required, including the supervision of staff and volunteers.
- Understanding of current library trends in the provision of information and reader guidance services.
- Ability to provide services via inhouse, outreach or online platforms
- Strong commitment to quality and customer service.
- Demonstrated sound oral, written and influencing skills.
- Understanding of and commitment to Equal Employment Opportunity, Human Rights and Occupational Health and Safety principles.

GENERAL EMPLOYMENT CONDITIONS

1. General Conditions

- WMRLC employees are required to observe all Corporation policies, codes of conduct and follow work instructions and relevant regulations.
- All positions may be required to work at any service point within the Region.
- In accordance with Victorian Government mandates, all employees must be fully vaccinated against Covid-19.
- Employees are expected to manage Corporation records in accordance with the relevant policies and procedures.
- Working conditions are governed by the WMRLC Enterprise Agreement.

2. OH&S and Risk Management

All staff are expected to:

- Follow established safe operating practices, procedures and instructions;
- Take reasonable care for their own OHS and that of their colleagues;
- Seek assistance when unsure of practices and procedures to perform a task;
- Report all hazards, incidents, injuries, near misses and potential risks as soon as practicable to their supervisor;
- Actively participate and contribute to preventative OHS strategies, audits, team meetings and training.

Staff in a supervisory role must ensure that safe work practices are observed and issue instructions in relation to or cease unsafe work practices in the workplace.

3. Equal Opportunity, Human Rights and Bullying

The Corporation is committed to the principles of Equal Opportunity and Human Rights and believes that all employees should be able to work in an environment free of discrimination and harassment. Staff are encouraged to support each other in creating and maintaining an environment that is free of harassment.

All employees of the Corporation have a responsibility to treat each other fairly and with respect and act in accordance with the Occupational Health and Safety, Equal Opportunity and Bullying in the Workplace policies. As an employer, the Corporation will not defend or support discriminatory actions of staff that are unlawful.

4. Code of Conduct

All staff are required to observe the standards of conduct and behaviour outlined in the Code of Conduct. A breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

5. Privacy

The Corporation is committed to complying with the Victorian Privacy and Data Protection Act 2014. The Corporation recognises the importance of the privacy of personal information collected by the Library Service and is committed to ensuring that personal information is appropriately stored and managed. All employees are required to follow the Corporations Information Privacy Policy at all times.

6. Child Safety Commitment

The Corporation is committed to the safety and well-being of all children and young people participating in our programs and visiting our libraries. All employees are expected to adhere to the Corporation's Child Safe Policy, acknowledging their right to be treated with respect and protected from harm.

ACKNOWLEDGEMENT

I _____ have read and understood the position description and agree to perform in the position of Librarian as per the requirements of the position description.

(Employee signature)

Date

(Branch Manager / Team Leader)

Date

Please return the signed Position description to Corporate Services for inclusion on the employee's file.