

APPLICATION PACKAGE

Shire of East Pilbara

Library Officer

Job code: #139

Casual | Newman

The Shire is recruiting to our casual pool

The Shire of East Pilbara is a well-established Local Government Authority in Western Australia, which services the town sites of Newman, Marble Bar, Nullagine and local communities.

We now seek to appoint flexible and motivated candidates to fill the casual position of Library Officer at the Newman Library. The successful applicants will contribute to the development and attainment of high-quality library services and ensure that all processes and procedures within the Division are correctly applied in an efficient and safe manner.

To be successful in this role you will have sound customer service skills, well-developed communication and interpersonal skills while possessing the initiative and the ability to work unsupervised within a small team environment. A current Police Clearance, Working with Children Check and WA 'C' Class Drivers Licence are essential requirements for the position.

As per the Local Government Industry Award 2020, a casual Library Officer can be rostered across rotating shifts and times, Monday to Sunday, and you will need to be flexible with your availability.

Candidates will form part of the recruitment pool that we can access now and in the future. Please note –

applications will be accepted on an ongoing basis and will be assessed regularly throughout the advertising period.

The adult hourly rate is between \$36.35 and \$36.84 (inclusive of 25% casual loading). If you are under the age of 21 years old, junior rates will apply.

Next steps

Applicants are requested to submit an up to date resume and cover letter addressing the essential criteria no more than 3 pages. If you are interested in this position, please apply via our website <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can be downloaded.

If you are unable to apply via our website, please submit your application by emailing recruitment@eastpilbara.wa.gov.au

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

Closing date:

4.00pm on Tuesday, 28 June 2022.

For enquiries relating to the application or recruitment process, please contact **Human Resources Officer on (08) 9175 8000** or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Samantha Hawkins – A/Coordinator Community Wellbeing on (08) 9175 8000**

www.eastpilbara.wa.gov.au

Shire of **EAST
Pilbara**
THE HEART OF THE PILBARA

POSITION DESCRIPTION

Shire of East Pilbara

Position Title

Library Officer

Directorate

Community
Services

Reports to

Senior Library Officer

Position Number

#139139

Position Level

LGIA 3

Position Summary

Process library loans, membership applications, library statistics, customer enquiries and assist with the delivery of library events and programs. Contribute to the development and attainment of high-quality library services and ensure that all processes and procedures within the Division are correctly applied in an efficient and safe manner. Maintain effective and co-operative communication within the organisation. Apply sound interpersonal skills to facilitate positive responses to key activities and procedures to achieve desired results.

Position-Level, Principles, Obligations & Accountabilities

The primary outcomes of this position type include:

- Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards the achievement of financial efficiencies and quality of service, as directed;
- Proactively report upon, and mitigate, risks.

Role Accountabilities

- Provide direct client service
- Process loans for all materials borrowed and process all returned items.
- Assist clients with directional and general enquiries.
- Register new members of the library
- Process equipment bookings
- Conduct children’s story time and associated activities as required
- Assists patrons to access internet and use computers when required
- Assist with Collection development and maintenance
- Assist in shelving, shelf-checking and tidying collection
- Maintain control over the overdue / unreturned book stock.
- Record statistics as required
- Undertake the entry of data onto the library management system as required
- Assist with the delivery of library events and programs as required
- Assist with other duties commensurate with the role on a rotational basis as required

Selection Criteria

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

Essential Criteria

(to be considered for this role you must



demonstrate the following skills and experience)

package

- Current Western Australian 'C' Class Drivers Licence
- Current National Police Clearance Certificate
- Current Working With Children Check
- Sound customer service skills
- Well-developed communication and interpersonal skills
- Developed keyboard and computer skills
- Possess initiative and the ability to work unsupervised within a small team environment
- Proven self-management, time management and organisational skills

Desirable Criteria

- Previous experience in a similar role
- Experience in Amlib or similar library software



INFORMATION FOR APPLICANTS

Shire of East Pilbara

Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**
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About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.