

APPLICATION PACKAGE

Shire of East Pilbara

Library Officer

Job code: #139

Casual Pool | Newman

Kick start you career in Library Services!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to work for a visionary Chief Executive Officer.

Join the journey to creating the incredible as our **Library Officer (Casual)**. In this position 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.

You will have:

- Current Western Australian 'C' Class Drivers Licence
- Current National Police Clearance Certificate
- Current Working with Children Check
- 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

Remuneration and Benefits:

- Hourly rate between \$36.35 and \$36.84 inclusive of 25% casual loading (adult rate) – (rate review underway)

- Eligibility for Long Service Leave
- Discount on gym, recreation and aquatic centre memberships

Make this role your own in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART** - **Honesty, Excellence, Accountability, Respect and Teamwork**.

To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also 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, 27 December 2022

For enquiries relating to the application or recruitment process, please contact **People and Culture Business Partner** on (08) 9175 8000 or recruitment@eastpilbara.wa.gov.au

For role specific enquiries, please contact **Eric Plet – Directory, Community Services** 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 (Casual)

Directorate

Community Services

Reports to

Senior Library Officer

Position Number

#139

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.