



INFORMATION PACKAGE

POSITION VACANT

CASUAL LIBRARY OFFICERS

REF NO: ESC352

CLOSING DATE: 4.30PM TUESDAY 22 SEPTEMBER 2020

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Donna Lawrence on (02) 4474 1333



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.



Position Description

Casual Library Officer

Position Code	Casual
Division	Community Development and Participation
Location	Batemans Bay, Moruya and Narooma
Band/Level	Administrative / Technical / Trades Band 2 Level 1

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 Our values	We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	We show team spirit	We nurture and value our relationships, bringing out the best in each other.
	We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To assist in providing a quality library service to the community.

Main duties and key result areas (KRA)

1. Carry out circulation and administrative duties to assist in library operations and service delivery.
KRA: Circulation and administrative duties carried out to required standard.
2. Assist customers with enquiries, inter-library loan requests, research, and the basic use of computers, devices and copiers in the library.
KRA: Enquiries and inter-library loan requests are processed accurately and efficiently and staff can demonstrate the use of equipment and electronic technology, resulting in customer satisfaction.
3. Assist permanent library staff with maintenance and promotion of the library collection at a branch level.
KRA: Collections are developed and maintained in accordance with library policies, procedures and standards.
4. Assist in all areas of the library service, including preparation for events, programs and outreach projects.
KRA: Library events, centre programs and outreach are carried out to required standard.
5. Ensure high quality responsive customer service in relation to the library is delivered to the community, Council and external organisations.
KRA: Evidence of high level responsive customer service is in place.
6. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.
7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Previous experience in a library environment or equivalent relevant customer service related role.
2. Demonstrated ability to deliver high quality customer service to the community, Council and external organisations.
3. Demonstrated ability to work harmoniously in a team environment and effectively under pressure.
4. Competent computing skills including skills to access resources through apps and web pages.

5. Ability to work unsupervised.
6. Willingness and ability to follow EEO and diversity principles and practices.
7. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Desirable

1. Completion or current enrolment in a qualification in library and information studies at Certificate 3 level or above or demonstrated previous experience in libraries.
2. Recent experience in a library environment, including the use of a Library Management System.
3. Demonstrated knowledge and use of personal technology devices (eg ipad, android tablet).

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Class C driver's license.

Appointment to this role is dependent on an assessment of the results of a National Criminal History Record Check

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Casual
SUPERVISOR: Library Team Leader
DATE: September 2020

CONDITIONS OF EMPLOYMENT

Position Title:	Casual Library Officer
Reference Number:	ESC352
Grading:	Grade 6 of Council's salary system
Salary Range:	In the range of \$40.52 to \$43.03 gross per hour comprised of: <ul style="list-style-type: none"> * \$29.60 to \$31.44 base salary, * \$7.40 to \$7.86 casual loading (calculated at 25%), plus * \$3.52 to \$3.73 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Casual work requires a degree of flexibility as there is no guaranteed or set pattern of work. Should a placement become available, the hours and days would be negotiated at the time of that offer. Council's libraries operate seven days a week between 10.00am to 4.00pm.
Location:	Based at either Batemans Bay, Moruya or Narooma Library.



ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

