

# Position Description

Position Details			
<b>Position title</b>	Library Services Trainee (Aboriginal)	<b>Position number</b>	PD478
<b>Group</b>	Community, Environment & Planning	<b>Previous position numbers</b>	N/A
<b>Section</b>	Community Connections	<b>Reports to</b>	Customer Experience Librarian
	Library Services	<b>Evaluated / approved by</b>	A. Howe
<b>Team</b>	Library Services	<b>Version number</b>	November 2020
<b>Position level code</b>	6 (Line-level employee)		
<b>Position statement</b>	Undertake a vocational education qualification in Library, Information and Cultural Services and learn a variety of library functions and activities by participating as a team member in the Library Services Team.		

Position Specific Tasks and Activities		
Key area	Duties and responsibilities	Standards for achievement
Knowledge and skills acquisition	<ul style="list-style-type: none"> <li>Undertake academic studies at vocational level. Apply theoretical learnings to workplace activities in order to reinforce learnings.</li> </ul>	<ul style="list-style-type: none"> <li>Academic subjects are successfully completed on schedule through examination and assessment processes within a 2-year period.</li> <li>40% academic subjects completed in the first year</li> </ul>
Library activities	<ul style="list-style-type: none"> <li>Assist in the operation of the Bega Valley Shire Library service at various locations, including (but not limited to) the following activities and functions:               <ul style="list-style-type: none"> <li>Customer enquiries and technology support;</li> <li>Information services;</li> <li>Circulation duties at the service desk;</li> <li>Arrange and process inter-branch and inter-library loans;</li> <li>Maintaining the appearance of libraries.</li> <li>Maintaining the library resources;</li> <li>Maintaining records and statistics;</li> <li>Assist in the preparation of reports and correspondence.</li> </ul> </li> <li>Work with the Systems and Collections Librarian to develop skills to maintain library technology systems and deliver technology training programs.</li> <li>Assist the Library Services Team with the delivery of program activities to customers of the library.</li> </ul>	<ul style="list-style-type: none"> <li>Work is performed under the direction and supervision of a senior-level employee.</li> <li>Directions and guidance are accurately followed.</li> <li>Work is completed in an accurate and timely manner.</li> </ul>

General Position Requirements	
Key area	Expected Behaviours
Leadership and management	<ul style="list-style-type: none"> <li>You use influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.</li> </ul>
Risk management, Work Health and Safety	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles for risk management (including WHS) appropriate to your position, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Equal employment opportunity	<ul style="list-style-type: none"> <li>You work according to the BVSC procedures and principles of a positive and inclusive workplace environment, as prescribed in our organisational procedures and according to legislative and regulatory requirements.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>When required to purchase and procure supplies you use the correct organisational processes and procedures.</li> </ul>

Our Values Commitment: PLaCE	
We are committed to and believe	
People matter Learning is important And we Can do Engaging the whole organisation	We care for our people and each other We learn and innovate  We have a can do approach and focus on solutions and outcomes We engage and communicate clearly and consistently

Behavioural Competencies	
Value Description	Expected Behaviours
People matter	<ul style="list-style-type: none"> <li>You conduct yourself in the workplace according to our PLaCE values.</li> <li>You show respect for all employees, acknowledging the importance of diversity in the workplace.</li> <li>You work safely and support your colleagues to also work safely.</li> <li>You work well with people who have different ideas, perspectives and backgrounds.</li> </ul>
Learning is important	<ul style="list-style-type: none"> <li>You attend all mandatory training and learning events.</li> <li>You seek to learn from your colleagues including looking for mentoring opportunities.</li> <li>You review your own performance and ask for feedback to learn and improve.</li> <li>You look for and suggest better ways of doing things in the workplace.</li> <li>You actively participate in team meetings.</li> </ul>
Can do	<ul style="list-style-type: none"> <li>You take pride in your own work and that of your team members.</li> <li>You understand who your stakeholders are and why they matter.</li> <li>You are willing to go the extra mile for stakeholders and act upon their feedback.</li> </ul>
Engaging the whole organisation is important	<ul style="list-style-type: none"> <li>You understand our organisation's goals and how your job fits into the wider Council picture.</li> <li>You always speak in positive terms when referring to your area, other teams and our organisation. (Your behaviour remains 'above the line'.)</li> </ul>

## Knowledge, Skills and Qualifications

### Selection criteria – skills and experience

- Work in a manner consistent with BVSC organisational values and associated behaviours.
- Interest and basic understanding of the services provided by Bega Valley Shire Library Service.
- Good written and verbal communication skills and interest in providing customer service to the wider community
- Good time management and organisational skills.
- Interest and aptitude in the use of technology including mobile devices, social media and Microsoft Office software.
- Additional skills, knowledge or qualifications that may be applicable to this position, such as work experience or other training.

### Selection criteria – qualifications and licences

- Completion of Year 10 level education or higher.
- NSW Class C Drivers Licence or ability to achieve in the first year.
- Confirmation of Aboriginality.
- NSW Working with Children Check clearance

## Conditions of Employment

Status	Fixed term traineeship (2 years)		Hours per weeks	35
Award classification	Band: N/A	Level: N/A	Award	Local Government (State) Award 2020
BVSC grade	T4			
Pattern of work	9.00am to 5.30pm, Tuesday to Saturday with one hour unpaid lunch break (3.5 hours study time on Saturday)			
Special requirements	<div><input checked="" type="checkbox"/> Weekend Work</div> <div><input type="checkbox"/> Evening Work</div> <div><input type="checkbox"/> Public Holiday Work</div> <div><input type="checkbox"/> Participation in on call roster</div> <div><input checked="" type="checkbox"/> Other: The nature of this role may require the incumbent to work evenings, weekends and public holidays in line with Award conditions.</div>			

## Delegations

<b>Staff</b>	Number of direct report positions: 0	Staff span of control: 0
<b>Budgetary</b>	\$Nil	
<b>Purchasing</b>	Purchase Card Entitlement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    Purchase card limit: \$Click here to enter text.	
<b>Statutory</b>	As per BVSC Register of Delegations	
<b>Security</b>	Access to Zingel Place Building, 6 am to 6 pm, Monday to Friday.	

## Benefits

<b>Motor vehicle</b>	Not applicable		
<b>Information technology</b>	<input checked="" type="checkbox"/> Workstation PC <input type="checkbox"/> Laptop <input type="checkbox"/> Tablet <input type="checkbox"/> Tablet <input type="checkbox"/> Camera <input type="checkbox"/> Other: Click here to enter text.		
<b>Telecommunications</b>	<input checked="" type="checkbox"/> Desk Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Wi-Fi Dongle <input type="checkbox"/> Other: Click here to enter text.		
<b>Workwear</b>	<input checked="" type="checkbox"/> Corporate uniform <input type="checkbox"/> Outdoor uniform <input type="checkbox"/> Not applicable <input type="checkbox"/> Personal Protective Equipment: Enter details such as safety boots, shoes, sunglasses, etc.		

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## Model Job Demands Checklist

**Job title:** Library Services Trainee (Aboriginal)

**PD Number(s)** PD478

**Completed by** Name: Megan Jordan-Jones

Date: 08/10/2020

Administration		Notes
Computer Use (including hand held tablet) <i>generic screen based</i>	Yes	
Sitting at desk	Yes	
Standing for long periods <i>if yes, please indicate length in hours</i>	Yes	1 hour, stools or chairs available
Manual Handling		Notes
Light lifting/Carrying (0-9kg)	Yes	
Moderate Lifting/Carrying (10-15kg)	Minimal Likelihood	
Heavy Lifting/Carrying (16kg and above)	No	<i>Note- If yes manager/coordinator to liaise with WHS Officer</i>
Climbing	Minimal Likelihood	Climbing ladders
Bending	Yes	Shelving books
Kneeling/Squatting	Yes	Shelving books
Reaching	Yes	Shelving books
Sequential/Repetitive movements in short period of time <i>is the ability to carry out a repetitive action doing the same thing over and over again</i>	Yes	Shelving books, returning books, covering books, cleaning books
Manual dexterity/manipulation <i>is the ability to make coordinated hand and finger movements to grasp and manipulate objects. It can include muscular, skeletal and neurological functions to produce small, precise movements</i>	Yes	

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Work Environment		Notes
Works in isolation from other staff <i>remote supervision</i>	Minimal Likelihood	
Walking <i>including distance eg job sites</i>	Minimal Likelihood	
Walking/running up and down steep slopes	No	
Walking whilst pushing/pulling object	Yes	Pushing book trolleys
Works outdoors <i>majority of work is outdoors</i>	No	<i>Note-if yes a functional assessment may form part of the pre employment medical</i>
Works in a customer service environment	Yes	
Confined spaces <i>if yes this must also form part of position description</i>	No	
Requirement to wear personal protective equipment (ppe)	No	
Working at heights <i>if yes this must also form part of position description</i>	No	
Task Involving		Notes
Exposure to chemicals <i>fuels, chlorine, insecticides</i>	No	
Exposure to biological hazards <i>animal products, live animals, biohazard</i>	No	
Exposure to excessive noise <i>work related exposure level of 85 decibels over an eight-hour period or peak noise levels of greater than 140 decibels at any time during the day</i>	No	<i>Note-if yes a baseline hearing test may form part of the pre employment medical</i>
Exposure to airborne odours and particles <i>means a contaminant in the form of a fume, mist, gas, vapour or dust</i>	No	<i>Note-if yes a baseline spirometry test may form part of the pre employment medical. There is an exposure standard in the Safe Work Australia's "Workplace Exposure Standards for Airborne Contaminants"</i>

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Exposure to sunlight <i>work related exposure to UV radiation for more than 20 mins at a time or two hours or more during the day between the hours 10am to 3 pm</i>	No	<i>Note-if yes a baseline skin screening test may form part of the pre employment medical</i>
Exposure to some infectious diseases	No	<i>Please see Immunisation Procedure (including matrix) for clarification</i>
Vehicle/Plant/Equipment		Notes
Vehicle Travel <i>travel to/from job site, this could include sitting for periods of time in a vehicle</i>	No	
Plant/Equipment and or vehicle operation	No	<i>Note- This could include sitting for periods of time in a vehicle and/or operating plant/equipment</i>
Cyclic Workload		Notes
Peaks and Troughs	Yes	
Frequent overtime	No	
Rostered shift work	Yes	
Psychological Demands		Notes
High turnover of work	Yes	
Tasks involving interacting with distressed people	Minimal Likelihood	

## Privacy Disclaimer

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore we will only request such information for reasons relating to Workplace Health and Safety. Additionally, Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the *Privacy and Personal Information Protection (PPIP) Act 1998*, the *Health Records and Information Privacy Act 2002*, as well as Council's Records Management Policy and Privacy Management Plan.