



INFORMATION PACKAGE

POSITION VACANT

INFORMATION TECHNOLOGY LIBRARIAN

NAROOMA LIBRARY

FIXED TERM UP TO OCTOBER 2024

REF NO: ESC491

CLOSING DATE: 4.30PM WEDNESDAY 15 SEPTEMBER 2021

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Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Samantha Fenton on 02 4474 7435



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 Vacant Positions 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

Information Technology Librarian


Position Code	TBRLIB – Fixed Term
Division	Community Development and Participation
Location	Narooma Library
Band/Level	Administrative / Technical / Trades Band 2 Level 2

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

Effectively implement and manage the Eurobodalla Library's various automated systems in line with the Library Services Strategic Plan. Participate in the library leadership team and oversee and facilitate programs, staff and services at the Narooma library.

Main duties and key result areas (KRA)

Leadership and staff supervision

1. Coordinate the day to day operations of the Narooma Library including staffing, administration and rosters and lead the team to achieve organisational and strategic objectives.

KRA: The Narooma Library is run efficiently, and the library team operates effectively and harmoniously with clear guidance.

2. Provide a high quality of customer service at the library for the community, Council and external organisations and participate in the library leadership team.

KRA: Evidence of high levels of satisfaction from customers and team members.

Information Technology

3. Provide guidance, and support for library staff in the development and implementation of library systems and use of technology and identify training needs in line with organisational objectives.

KRA: Systems and mechanisms are in place to keep staff informed and involved in relation to technology systems and services and staff can demonstrate the use of equipment and electronic technology.

4. Work closely with internal and external stakeholders to resolve technical issues and enhance system performance and operational efficiencies.

KRA: All library technology systems functioning and operational with minimal downtime or disruption.

5. Support and train staff and the community in the use of the library's digital services and coordinate and run technology programs for the community

KRA: Staff and customer technology needs are met and relevant resources and information technology, including online resources, training and services implemented and utilised.

6. Lead a cross-library working group to enhance and build on technology initiatives and opportunities

KRA: Library technology and activities are organised, promoted and managed effectively with evidence of positive local relationships in place.

7. Assist the Library Coordinator in the development, implementation and review of a Technology Plan for the Library Service.
KRA: Contribute to an IT Plan for the Library Service and the Plan is realistic and achievable.
8. Within area of responsibility, ensure
 - * the application of EEO and Diversity principles, and
 - * the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

Qualifications/Experience (Selection Criteria)

Essential

1. Tertiary qualifications in Libraries or a related field.
2. Demonstrated ability to lead and supervise a team.
3. Demonstrated high level of interpersonal, and customer service skills.
4. Demonstrated experience in the development, delivery and management of ICT functions and services in a Library Service, including the ability to facilitate the use and understanding of technology for library users and staff.
5. Proven problem-solving skills and the ability to meet deadlines effectively under pressure.
6. Additional skills, knowledge and qualifications that may be applicable to this position, such as recent experience working in local government, or other specialist training or work experience.
7. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

Desirable

1. Experience with Libero, EnvisionWare and/or library apps.

Licence requirements

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

Mandatory licences required prior to commencement

1. Class C Drivers Licence.

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

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

EMPLOYEE: Vacant
SUPERVISOR: Samantha Fenton – Coordinator Library Services
DATE: August 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Information Technology Librarian - Fixed Term
Reference Number:	ESC491
Grading:	Grade 12 of Council's salary system
Salary Range:	<p>In the range of \$2,905.27 to \$3,075.91 gross per fortnight comprised of:</p> <ul style="list-style-type: none"> * \$2,641.15 to \$2,796.28 base salary, * \$264.12 to \$279.63 superannuation (calculated at 10%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
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.
Duration:	This is a temporary placement for three years up to October 2024.
Hours of Work:	<p>Full time, 70 hours per fortnight with hours currently arranged as:</p> <p><u>Week 1</u> Monday to Friday: 9am to 5pm</p> <p><u>Week 2</u> Monday to Thursday: 9am to 5pm Friday: 9am to 1pm Saturday: 9am to 12 midday</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>



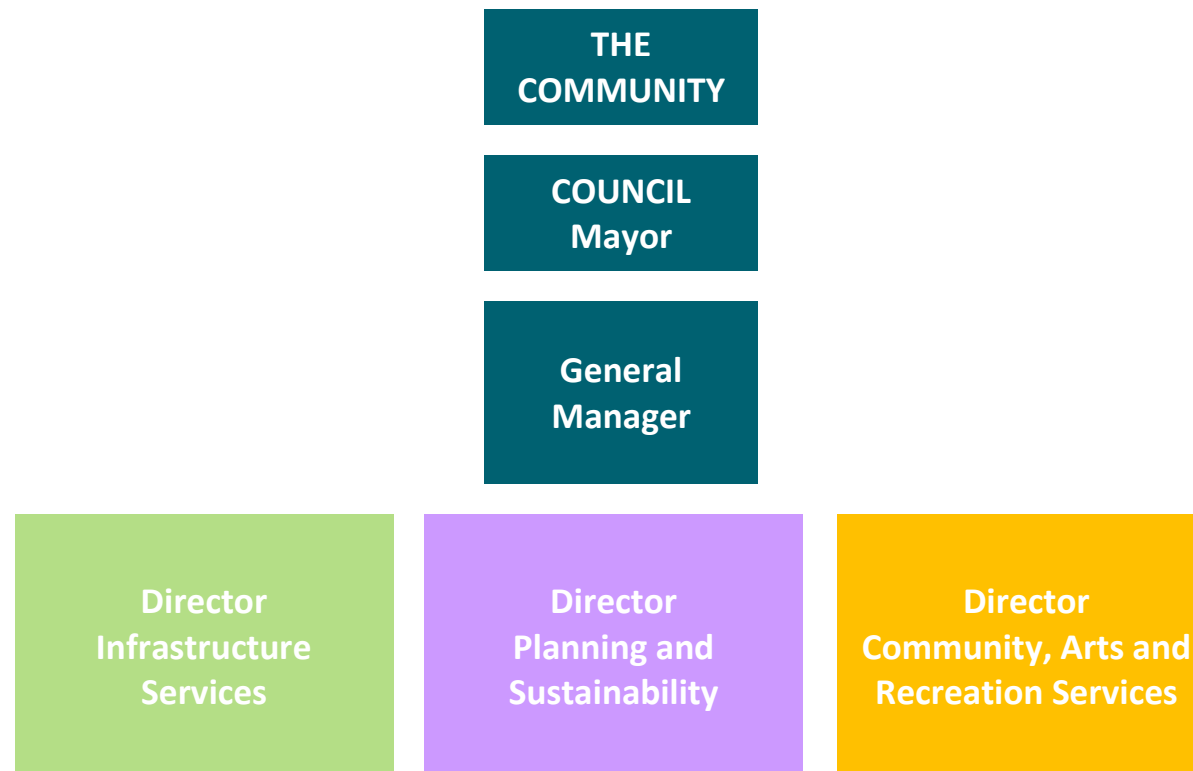
Location: Based from Narooma Library and may be required to work at other branches on occasions.

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

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



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

