

# Position Description

## CORPORATE INFORMATION

|                         |  |                            |   |
|-------------------------|--|----------------------------|---|
| <b>Position title</b>   | Officer – Libraries (Local History)  |                            |   |
| <b>Directorate</b>      | Community Sustainability   | <b>Branch/Section/Unit</b> | Community & Commercial Services/Libraries |
| <b>Position number</b>  | 1033   | <b>Level</b>               | 3   |
| <b>Award</b>            | Queensland Local Government Industry (Stream 2) Award – State 2017 Division 2, Section 1 |                            |   |
| <b>Line Manager</b>     | Senior Officer – Information Services (Librarian)  |                            |   |
| <b>Direct reports</b>   | Volunteers   |                            |   |
| <b>Indirect Reports</b> | Nil  |                            |   |

## SCOPE OF POSITION

### Position Summary

This position is responsible for providing and promoting local history services to the community, with a particular focus on collection development, designing and delivering training and information sessions, undertaking research and general customer enquiries.

### Key Responsibilities of the Role

- Provide and promote a relevant, comprehensive and community focused local history collection that is of historic and contemporary significance to the Gympie region.
- Work collaboratively with library staff, stakeholders, volunteers and community members to identify, plan and implement priority local history projects.
- Undertake specialist heritage projects in conjunction with key stakeholders including developing and managing digital collections.
- Provide effective technological skills to assist patrons in the use of technologies used within the Local History Collection.
- Deliver a range of programs to fulfil the community's needs including children's activities, technology sessions and community workshops.
- Process and catalogue library resources using the Library Management System.

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- Ensure that the community receives a positive customer service experience at our libraries providing operational support to the library's service desk team as rostered and undertake all related duties in accordance with Policy, Guidelines and Work Instructions.

## Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Working with children check – Blue Card or ability to obtain a Blue Card.

## Essential Knowledge/Skills/Qualifications Criteria

- Tertiary qualifications in Library and Information Studies, archival studies, education or equivalent experience in Local History research.
- Excellent verbal and written communication skills for assisting with customer inquiries.
- Well developed research skills and the ability to review and analyse historic documents utilising a variety of research platforms, including online databases.
- Demonstrated presentation and facilitation skills with the ability to develop and deliver library programs and conduct training sessions for community and school groups.
- Strong interpersonal and teamwork skills and the ability to lead volunteers.

## Desirable Knowledge/Skills/Qualifications Criteria

- Training and Assessment qualifications.
- Demonstrated ability in cataloguing, processing and managing a digital collection using modern technologies.
- Experience in collection development and the ability to determine the historic and contemporary significance of resources.
- Knowledge of library systems.

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional out of hours work (including weekends).
- Library staff may be required to work at any of the library branches.

## ORGANISATIONAL INFORMATION

### Safety

CSPD1033

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Reviewed: 05/04/2019

Officer – Libraries (Local History)

[Printed copies are uncontrolled. It is the responsibility of each user to ensure that any copies of system documents are the current issue]

# Position Description

## Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

## Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

## Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

## Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

## Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

## Council's Vision

To be the *natural* choice to live, work and play.

## Council's Values UPDATE

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we

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## POSITION APPROVAL AND ACCEPTANCE

### Approved by

|           |  |          |  |
|-----------|--|----------|--|
| Name      |  | Position |  |
| Signature |  | Date     |  |

### Accepted by

|           |  |      |  |
|-----------|--|------|--|
| Name      |  |      |  |
| Signature |  | Date |  |

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*