



## POSITION DESCRIPTION

<b>Position Title</b>	Weekend Library Officer	
<b>Directorate</b>	Community	
<b>Service</b>	Library and Community Venues	
<b>Responsible to</b>	Weekend Coordinator / Weekend Team Leader	
<b>Position Supervises</b>	<b>Direct:</b> 1 - 4 Staff (as required) <b>Indirect:</b> Nil	
<b>Position No.</b>	IW0818 – IW0821	
<b>Status</b>	Permanent Part-Time	
<b>Hours</b>	<p>Based on 14 hours per week</p> <p>There is an expectation that staff would be willing and able to work within the Library Services span of hours as per the Library Roster (8am – 8pm).</p> <p>Rotation across the eight Inner West library locations Biennially.</p>	
<b>Salary Point</b>	22 - 29 (pro-rata based on 14 hours per week)	<b>Band/Level:</b> 2/1
<b>Allowances</b>	Weekend penalty rates will apply in accordance with the Local Government (State) Award	
<b>Pre-employment checks</b>  <b>Legislative requirements</b>	<i>There may be a requirement to undergo a working with children check and/or police check if a need is identified in the future.</i>	
<b>Date reviewed:</b> January 2023	<b>Reviewed by:</b> Branch Librarian	

## **POSITION PURPOSE**

The primary purpose of the position is to assist and support the Branch Librarian and Weekend Supervisor to ensure the overall management of the day to day operations of one of the Inner Wests' four Branch libraries and their partnering neighbourhood libraries. Key functions include high quality customer service, staff management, administration of the day to day functions, working at the service desk and assisting with activities and programs. You may be required to work on the library floor at both the branch and neighbourhood libraries. You will also be required to delivery storytime, rhyme time or other programs.

You will be required to participate in a number of library team meetings and activities arranged annually.

Reporting to the Branch Librarian and Weekend Branch Supervisor, you will be responsible to provide essential information and guidance regarding the collections and programming, including children's activities specific to each library and community.

This position will rotate between branches and neighbourhood libraries. At this point, it is likely the rotation will occur biennially.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

### **Essential Criteria**

1. Degree or higher of Library and Information Services or equivalent or tertiary qualifications in a related discipline with experience to meet essential experience or skill criteria.
2. Demonstrated Experience and a success track record in public libraries including information and reference services, customer service, library workflows, daily programmes delivery and collection development
3. High level of customer service, communication and interpersonal skills
4. Demonstrated in depth knowledge of library technology
5. Ability and willingness to promote and assist in the delivery of activities and programs for the library's customers
6. Ability to work and plan effectively as an individual and as a team member
7. Ability to identify priorities, meet deadlines and work quickly and accurately under pressure
8. Knowledge and a general interest in current trends in public libraries, lending services, emerging information technologies, publishing, contemporary culture and experience in implementing innovative ideas to create new programs
9. Understanding and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times

### **Desirable Criteria:**

1. Experience of provision of library activities and programmes
2. Experience working with culturally diverse communities
3. Current NSW Driver's Licence

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

### *Library Management*

- Ensure the delivery of a high quality customer service to Inner West libraries including readers advisory, information services
- Assist with the supervision of all aspects of the branch and neighborhood library operations
- Lead relevant staff in providing high level information service and readers advisory service
- Assist in the delivery of a high level of information and readers advisory service
- Assist in the implementation of new procedures, process and policies
- Support the delivery and coordination of activities, programs, promotions and displays, as required
- Respond to technology needs relevant to customer service operation
- Assist the Branch Librarian and Weekend Supervisor with the maintaining of up to date policies and procedures
- Ensure timely and accurate collection of relevant statistics, as required
- Contribute to library programming concepts and operations, as required
- Maintain a clean, neat and safe service area and library environment and shelving library items
- Work desk shifts as required at all IWC library locations to meet operational needs
- As a team member communicate and cooperate effectively with other staff and attend team meetings as required
- Act professionally, ethically and with integrity in the performance of these duties
- Work safely and report potential WH&S issues to management
- Demonstrate an understanding of and commitment to EEO policies and procedures
- Undertake special projects as identified by the Library Group Manager

### *Staff Supervision*

- Supervise and train library weekend staff in regard to the delivery of the day to day library operations

### *Financial Management*

- Assist the Branch Librarian in ensuring the rostering of staff is within budget boundaries

### *Library Leadership Team*

- To assist and participate in the Library Leadership Team as required
- Support and promote the development and use of key library planning documents such as the Library and History Management Plan, Collections Development Policy

### *Physical requirements of the role*

Substantial manual handling is an inherent physical requirement of working in this role. The position requires:

- Significant periods of standing
- Sustained hours of movement including lifting, bending, squatting, pushing, carrying, stretching
- Use of computers and office, and the movement of furniture for programs and events

## **KEY RELATIONSHIPS:**

**Internal:** Library and History Services Staff

**External:** State Library of NSW, Members of the community, suppliers, public libraries of NSW

# WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT

## SUPERVISORS / TEAM LEADERS / GANGERS

### LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> <li>Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of promotion of, and conformance with, Council policies and procedures</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring regular monitoring of Health and Safety performance in the area of their responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate.</li> <li>Analysis of accident/incident trends</li> <li>Regular team meetings</li> <li>Use of the hazard reporting process</li> </ul>
<ul style="list-style-type: none"> <li>Commitment to WH&amp;S</li> </ul>	<ul style="list-style-type: none"> <li>Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking accident/incident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of documented and signed accident investigation forms</li> </ul>
<ul style="list-style-type: none"> <li>Liaising with Health and Safety representatives in relation to workplace Health and Safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with WH&amp;S rep</li> </ul>
<ul style="list-style-type: none"> <li>Improving health and safety performance</li> </ul>	<ul style="list-style-type: none"> <li>Initiating action based on audit, inspection results and feedback from staff</li> </ul>
<ul style="list-style-type: none"> <li>Undertaking regular inspections to assist in the identification of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Development of a schedule of inspections</li> <li>Completed inspections</li> </ul>
<ul style="list-style-type: none"> <li>Attending health and safety meetings</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed/ documented minutes</li> </ul>
<ul style="list-style-type: none"> <li>Providing new employees with Health and Safety induction training and specific job training where required</li> </ul>	<ul style="list-style-type: none"> <li>Employee inductions complete.</li> <li>Evaluation of induction by employees</li> </ul>
<ul style="list-style-type: none"> <li>Facilitating rehabilitation for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of signed return to work programs</li> <li>Selected duties register</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring employee awareness of Health and Safety management systems and specific workplace hazards</li> </ul>	<ul style="list-style-type: none"> <li>Regular documented meetings with staff</li> <li>Conducting random inspections to ensure that correct WH&amp;S procedures are being implemented by staff</li> </ul>
<ul style="list-style-type: none"> <li>Providing a clear definition, in writing, of all work procedures</li> </ul>	<ul style="list-style-type: none"> <li>All work instructions are documented and provided to staff with explanation</li> </ul>
<ul style="list-style-type: none"> <li>Developing health and safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>Development of specific procedures where required</li> </ul>

<ul style="list-style-type: none"><li>• Knowledge of WHS and related legislation</li></ul>	<ul style="list-style-type: none"><li>• Attendance at training sessions</li></ul>
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**Applicant Declaration**

I, ..... have read and understood the position description for the **Weekend Library Officer** as detailed in this document.

Signature: .....

Date:     /     /