

POSITION DESCRIPTION

Position Title	Library Courier	
Division	Office of the CEO	
Group	Library and History Services	
Responsible to	Branch Librarian – Ashfield and ETC Libraries	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW0826 – IW0827	
Status	Permanent Part-Time	
Hours	<p>Based on 18 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). There may be occasional opportunities to work on weekends.</p> <p>Working across the eight Inner West library locations</p>	
Salary Point	4 to 15	
Salary	\$24,071.00 pa - \$27,883.00 pa (pro-rata based on 18 hours per week)	Band/Level: 1/3
Allowances	As applicable to the position	
Pre-employment checks Legislative requirements	<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>	
Date reviewed: May 2019	Reviewed by: Branch Librarian Ashfield and ECT	

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

You will provide a courier / driving service between Council's service centres, depots and other facilities across the organisation, with responsibility for the pick-up, safe transfer and timely delivery of internal mail, documents and goods. You will consistently work to meet targets and commitments against work or performance plans. You will be required to participate in a number of library team meetings and activities.

This position will initially and be primarily based at Ashfield Library but working across the eight library locations. Note that the position holder may be relocated to other library branches with sufficient notice from time to time.

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 First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. 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. Current NSW Class C Driver's Licence.
2. Experience providing a delivery service for an organisation.
3. Motivated person able to organise own work and work with minimum supervision
4. Friendly interpersonal and communication skills with commitment to high quality customer service
5. Ability to observe confidentiality protocols, perform the role with discretion and adhere to policies and procedures
6. Good written, verbal and interpersonal skills
7. Sound computer proficiency
8. Ability to work under pressure and meet deadlines
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. Local Government experience
2. Geographical knowledge of the Inner West Local Government Area (LGA)
3. Knowledge of the provision of Home Library Services

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Be a safe driver, adhering to all road rules.
- Provide a pick-up and delivery courier service between council's libraries, service centres, depots and other council facilities across the LGA, ensuring the timely, safe and reliable movements of internal mail, documents and goods
- Assist the home library team in the provision of the home library services with the LGA
- Provide a high level of customer service
- Provide logistical support to the Fleet Operations team and depot stores team when required
- Work in accordance with all applicable council policies and procedures
- Ensure that the Library and History Management is informed of any issue which may affect staff, the community and/or service delivery
- Model respectful behaviours including respect for cultural diversity
- Other duties as may be specified by the Operations Manager.

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, Council Fleet Staff, general Customer Service

External: Council suppliers

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT

EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

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

Signature:

Date: / /