

POSITION DESCRIPTION

Position Title:	Local History Officer
Position Number:	1009
Group:	Organisation and Community Capacity
Business Unit:	Community Services
Service Unit:	Library Services
Reports To:	Team Leader Library Resources
Grade:	6
Hours Of Work:	28 hours per week
Last Date Of Review:	July 2022
Last Date Of Evaluation:	August 2022

Role Function Summary

The Local History Officer is responsible for assisting in identifying, acquiring, preserving, managing, and promoting Local Studies and Archives resources as it relates to the history of the Singleton LGA. The position is responsible for building organisational knowledge and encouraging community usage and participation in local history as well as assisting in public education through exhibitions and programs.

The library operates in a team environment working together to achieve the objectives and initiatives outlined in Council's Management plans. There are circulation and information service duties common to all library staff.

Key Responsibilities (Major and Essential Job Functions)

- Circulation duties including front desk customer service, promoting a customer-centred focus, community orientated and team approach to the delivery of library services.
- Support the implementation of organisational objectives in accordance with approved plans, policies, procedures, and guidelines.
- Support effective change management initiatives, exhibiting flexibility and adaptability and supporting the development of the library service to reflect changing community requirements.
- Assist in collecting, identifying, researching, conserving, and maintaining resources of historical/social interest relevant to the Singleton Local Government Area.
- Contribute to digitisation of the Local History resources to increase accessibility and awareness of resources.
- Assist in maintaining the Civic Art Collection, liaising with the Coordinator Arts & Culture providing support for exhibitions and/or programs related to this role.
- Assist in seeking out local contemporary and historical information, including published and unpublished sources, photographs, historical files, maps, newspaper archives, ephemera & other formats for the library.
- Provide customers with access to Archives, Local & Family History collections.
- Support the delivery and promotion of library programs and local history activities to the community.
- As directed by the Team Leader Library Resources, supervise library volunteers who are supporting identified and approved local history projects.
- Work collaboratively and foster partnerships with local community heritage and history groups, state government, state library and other stakeholders involved in Singleton's Local History. Develop and deliver Local History content and programs to promote the collection to both internal and external stakeholders.
- Identify relevant grant opportunities to value add to library deliverables.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"> • Integrity: We act with commitment, trust and accountability. • Respect: We are open, honest, inclusive and supportive. • Excellence: We strive to achieve the highest standards. • Innovation: We are creative, progressive and strategic. • Enjoyment: We promote a harmonious, productive and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	Manager, Coordinator, Team Leader, Library Team, Volunteers, Work Experience, Community Services Team, Council Staff
External Relationships:	Customers, State Library of NSW, National Library of Australia, Community Groups
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Higher school certificate education or a combination of experience, qualification, and/or competence, which enables the incumbent to perform all duties of the position.
- Experience in Microsoft Office suite.
- Demonstrated excellent time management and problem-solving skills.
- Ability to work independently and as part of a team.
- A commitment to providing excellent customer service to both internal and external customers of Council.
- Demonstrated effective written and verbal communication skills, including sound conflict resolution skills.

Desirable Criteria:

- TAFE Certificate II Information Services
- Experience working in a public library and knowledge of a library management system.
- Familiarity and knowledge of the history of Singleton and the local area including historical events, community organisations and local families.

Licences and Tickets:

- Working with Children's Check (WWCC)

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓					✓					
Walking			✓		✓							
Standing		✓					✓					
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving				✓	✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
	Walking on Slopes / Hills / Gradients		Motor trades work
	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Local History Officer**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Provide effective customer service to internal and external customers, with a demonstrated knowledge of library resources and the ability to perform basic local history searches.	1					
Ability to effectively operate all technology platforms relevant to the position (e.g. databases, Microsoft Office, digital devices & resources, LMS)	1					
Display sound verbal and written communication skills including reports, conflict resolution, public speaking and liaison with patrons and volunteers	1					
Demonstrated team work skills and effectively contribute to meeting the Library Resources team goals	1					
Demonstrated understanding of Council & Library policies, protocols, and procedures	1					
Demonstrated promotional skills and the ability to plan and present exhibitions, displays and programs relating to local history	2					
Display basic knowledge of conservation and preservation techniques and record management systems	2					
Demonstrated ability to perform in depth searches on all databases accessible to the Library and contribute to the assessment of history databases	2					
Effective contribution to the marketing of local history services and programs	2					
Provide sound instruction to the public and train staff in areas of responsibility, including circulation.	2					
Demonstrated forward planning & continuous improvement of local history services	3					
Demonstrated ability to cross-skill with Acquisitions Officer	3					
Effective application of professional standards and guidelines relevant to the area of local history services	3					
Effectively build partnerships and liaise with community groups to develop new initiatives and programs	3					
Displays advanced local and family history research and reference skills	3					
Demonstrates a broad up-to-date knowledge of pertinent fields and awareness of current technologies that can be applied in the local history field	4					
Demonstrated ability to effectively evaluate, review and make recommendations for improvement	4					
Demonstrated ability to select, purchase and develop the library local history collection reflecting diverse needs of the community	4					
Demonstrated ability to competently act in the Acquisitions Officer position	4					
Completion of further studies in library related discipline	4					

Skills Review Year (eg 2022): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

Comments on Employee's attitude and application to work:

Employee's Comments:

Name

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				