

# Librarian

## STATEMENT OF DUTIES

JANUARY 2014

Number	Generic
Portfolio	Continuous Improvement and Evaluation
Branch	Libraries Tasmania
Section/Unit/School	As Specified
Supervisor	As Specified
Award/Agreement	Tasmanian State Service Award
Classification	Professional Stream Band 1
Employment Conditions	Permanent or fixed term, full or part-time, up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. The occupant may be rostered for evening and weekend shifts and Award arrangements apply.
Location	Located in the specified Library.

## Primary Purpose

Provide general professional customer focused library and/or archival services or assist in the development and delivery of specialist library and information services, to a high standard of customer service.

## Level of Responsibility/Direction and Supervision

Performs professional work under general guidance and with development may perform novel, complex or critical professional work. The occupant may supervise less experienced technical and other staff. With experience and in consultation with senior staff the occupant may be required to contribute towards the development of Libraries Tasmania projects, plans and policies.

Initially the work of a new graduate is subject to professional supervision. As experience is gained professional supervision decreases and it is expected that independent professional judgement will be exercised, particularly in recognising and solving problems where principles, procedures, techniques and methods require expansion adaptation or modification. Direction and supervision as necessary from specified senior staff.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

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1. Assist and advise clients in identifying, accessing and using appropriate resources and services of the Library, including global networks, in accordance with the standards defined by the customer service charter.
2. Undertake reference enquires of varying levels of complexity.
3. Undertake a range of professional tasks, including but not restricted to original cataloguing, database creation, indexing, collection development and management and the development and delivery of a range of specialist services.
4. Contribute to and supervise the operation of a range of specific library and/or archival services or functions and train staff as required.
5. Provide advice to client groups and develop and deliver training or outreach programs within a library or broader community setting.
6. Assist in the progression of assigned projects under supervision.
7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
8. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

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1. Well-developed communication and interpersonal skills, including the capacity to deliver a high standard of customer service, interact effectively with a range of clientele, to successfully deliver training programs and to work effectively both independently and in a team environment.
2. Proven capacities of creative thinking, initiative, judgement, planning and organisation as well as the capacity to work effectively under pressure and to set and meet appropriate priorities.
3. Demonstrated information and communications technology skills and knowledge of library automation systems.
4. A broad knowledge of the principles and practices of contemporary librarianship with the capacity to develop advanced professional skills in a dynamic and changing service delivery environment.
5. An ability to co-ordinate the work of assigned staff to meet agreed priorities.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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### **Essential**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Degree or diploma in librarianship or information studies at a recognised university or college of advance education or a postgraduate diploma in librarianship or information studies. Eligibility for admission to Associate membership of the Australian Library and Information Association (ALIA).

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

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**APPROVED BY PSS DELEGATE:** 973874 – Assistant Director Strategic Recruitment and Payroll  
Operations – DATE  
Request:  
Date Duties and Selection Criteria Last Reviewed: insert month/year and initial e.g. 05/17 PMG

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