

Position Description

Position Title	Librarian
Directorate	Community Development
Business Unit/s	Community Development
Reports to	Branch Librarian
Classification	Level 5/6 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

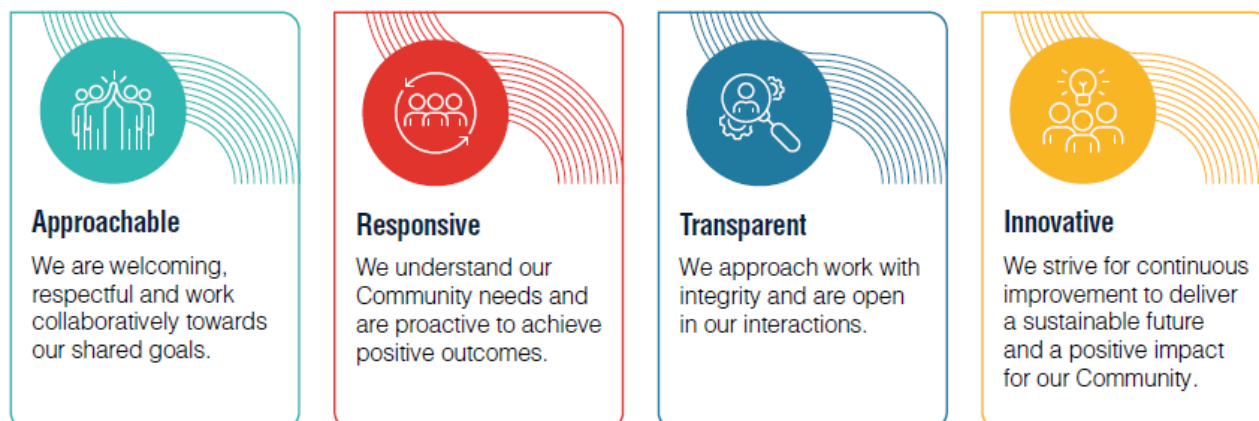
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to the Branch Librarian.

Business Unit Objective

To ensure service delivery responds to our diverse community needs and adapts to both social change and the evolving role of government.

Position Overview

Supports the Branch Librarian in the ongoing development of the library as a community space and place that supports and facilitates opportunities for literacy, lifelong learning and building capacity in the community.

This position assists the Branch Librarian to achieve Library and Community History Services' strategic projects as aligned to the City's corporate objectives and the Stirling Libraries Strategy 2022-2027. Supports the Branch Librarian in the development, implementation and evaluation of innovative community development and engagement-based activities and programs within libraries and community hubs targeted to local community need.

Provides support to the Branch Librarian in the overall administration of the branch library. Develops and delivers innovative ideas and best practice, reference, information and other programs and services to the public as part of the cultural, educational, and informational functions of the library.

Librarians are appointed as part of the system wide Librarian Team, and as such may be required to work or be transferred to work in any of the City of Stirling Libraries and Pop-Up Libraries.

Position Objectives

Leadership

- Assist the Branch Librarian in the supervision of the day-to-day activities of the branch library.
- Responsible for the operations of the branch library in the absence of the Branch Librarian.
- Leadership of the Branch Library Team including the supervision, coaching, training and development of Library Officers.
- Creates an inclusive learning environment and a positive, professional culture.

- Leads by example and drives team accountability and high-performance standards including recognising and rewarding exceptional performance.
- Develop and maintain strategic and operational partnerships between other service areas of the City, and with external stakeholders, agencies and organisations.
- Manage resources to ensure services are maintained and objectives delivered.
- Takes responsibility for working safely and ensuring the team work safely in line with safe working practices.

Operational

- Deliver outreach programs and library incursions in the local community to develop partnerships that lead to collaboration in developing strong literacy skills by all age groups in the community.
- Coordinate library opening/closing procedures.
- Rostered Information Desk duties, dealing with reference, information and general enquiries from public and staff.
- Assist in the delivery of an efficient and professional library and community history reference and information service for the City of Stirling.
- Contribute to the development of programs, including training Library Officers, to assist library patrons requiring support with computers and technology, including accessing digital resources as required.
- Initiates, plans, and implements library events and programs in conjunction with Stirling Libraries Community Engagement Team.
- Coordinate and support Library Officers in initiating, planning, and creating library displays to promote library services and programs.
- Coordinate Council and Community Information Notice Boards.
- Contribute to the selection, analysis, and de-selection of library materials to ensure that collections continue to meet the needs of library customers.
- Undertake research, prepare statistical and other reports as required.
- Contribute to the delivery of Council and other community-based services within libraries.
- Represent the City of Stirling Library and Community History Service at meetings as required.

Continuous Improvement

- Proactively generates and implements creative and innovative ideas and solutions.
- Leverages learnings and root-cause analysis to facilitate continue improvement and improve internal understanding of customer needs to enhance performance.
- Provide input and feedback to the Branch Librarian, effectively contributing to the overall operations and ongoing development of the Libraries and Community History Service Stream.
- Contribute to the ongoing development of community history, library services and the Community Development Business Unit via specific project teams as required and the strategic planning process.
- Maintain awareness of current issues in the galleries, libraries, archives and museum sector by ongoing reading, training and professional development.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.

- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as directed.

Selection Criteria

Qualifications/Education Level	
Tertiary qualifications in Library and Information Science, demonstrating eligibility for Associate Membership of the Australian Library and Information Association (ALIA).	Essential
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Working With Children Check	Essential
Knowledge, Skills, Experience & Abilities	
A genuine commitment to the provision of high-quality customer experiences and a desire to raise the profile and perception of the City within the community.	Essential
Strong commitment to customer service excellence, innovation, and best practice in library service delivery.	Essential
Ability to communicate effectively, professionally, and accurately both verbally and in writing.	Essential
Advanced organisational and time management skills.	Essential
Demonstrated ability to problem solve focusing on a favourable solution to meet the customer need.	Essential
Initiative and ability to provide team direction and training.	Essential
Ability to work in a team environment including the ability to liaise effectively with internal and external customers.	Essential
Advanced digital literacy, reference and information seeking skills.	Essential
Previous experience working in a library.	Desirable
Demonstrated understanding of public library and community places and their service provision.	Desirable
Other	
National Police Clearance (under 3 months).	Essential

Office use only

Position Creation Date	Date	April 2021	Officer	Service Lead Libraries & Lifelong Learning
Last reviewed/Modified	Date	May 2024	Officer	Service Lead Libraries & Lifelong Learning