Position Description

Local History Librarian

Classification	Level 6
Status	Part-time
Reports to	Coordinator Library services
Position Objective	Undertake responsibility for the development, maintenance and reach of the local history collection. To contribute to the delivery of a quality library service through the provision of exceptional service and knowledge of the catalogue, library material and activities.
Last Review Date	March 2025

About the Team

The Town's Library Services are well regarded by the community and support the recreational, educational and technological needs of the community. Library staff are responsible for providing excellent customer service along with assisting in the provision of special programs at the library and general administration duties

Role Responsibilities

- Work collaboratively with the Coordinator Library Services to identify key projects and priorities in developing and preserving the Town's local history collection
- Undertake collection assessment, development, preservation and conservation activities, cataloguing, and bibliographic control services in addition to overall management of access to the local history collection.
- Ensure a high level of physical and digital organisation of the local history resources is maintained, with consistent record-keeping and appropriate storage practices
- Review and maintain procedures for the ongoing maintenance and development of the local history collection
- Investigate and develop opportunities for outreach and partnerships with community groups and organisations
- Perform desk duties as required.
- Supervise other staff, volunteers, practicum placements and work experience personnel as required.
- Provide a reference and information service to library clients using a wide range of reference and bibliographic resources.
- Assist in the planning, development and provision of a quality service to the community in accordance with the service profile.
- Adhere to the principles of, and behave in accordance with, the Town's Code of Conduct.
- Any other duties relevant to the position, as directed by the Coordinator Library Services.
- Participate in relevant professional in-service training as required and be committed to personal development.
- Prepare reports as required.
- Provide a Document Control Service and a Records Retention and Disposal Schedule in accordance with legislative requirements.
- Complete timesheets in a timely manner ensuring the accuracy of information provided.

All workers must:
- Demonstrate a strong commitment to work health, safety, and wellbeing by taking care / action to ensure own safety and the safety of others by complying with WHS legislative requirements as well as Town of Bassendean policies, procedures, guidelines, instructions, and safety management systems.

Other Job Requirements

The Town will assess applications and suitability against the above role responsibilities, leadership capability requirements and other requirements below.

- Possession of Tertiary qualifications: Three-year degree/Graduate Diploma in Library Studies with eligibility for professional membership of the Australian Library and Information Association.
- Previous experience in a similar role.

Agreement

The details contained in this document are an accurate statement of duties, responsibilities and other requirements of the job.

As the **employee**, I have reviewed and accept the statement of duties.

Name	Signature	Date	Checked by HR

As the **Manager** I have reviewed and confirm this is a current and relevant document.

Name	Signature	Date	Checked by HR

Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

1. Personal Attributes

Manage Self *Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning*	✓ Initiates action on team/unit projects, issues and opportunities ✓ Accepts and tackles demanding goals with drive and commitment ✓ Seeks opportunities to apply and develop strengths and skills ✓ Examines and reflects on own performance ✓ Seeks and responds well to feedback and guidance
Display Resilience and Adaptability *Express own views, persevere through challenges, and be flexible and willing to change*	✓ Is flexible, showing initiative and responding quickly to change ✓ Accepts changed priorities and decisions and works to make the most of them ✓ Gives frank and honest feedback / advice ✓ Listens when challenged and seeks to understand criticisms before responding ✓ Raises and works through challenging issues and seeks alternatives ✓ Stays calm and acts constructively under pressure and in difficult situations
Act with Integrity *Be honest, ethical and professional, and prepared to speak up for what is right*	✓ Acts honestly, ethically and with discretion and encourages others to do so ✓ Sets a tone of integrity and professionalism with customers and the team ✓ Supports others to uphold professional standards and to report inappropriate behaviour ✓ Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct ✓ Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Demonstrate Accountability *Take responsibility for own actions, commit to safety, and act in line with legislation and policy*	✓ Is prepared to make decisions within own level of authority ✓ Takes an active role in managing issues in the team ✓ Coaches team members to take responsibility and follow through ✓ Is committed to safe work practices and manages work health and safety risks ✓ Identifies and manages other risks in the workplace

2. Relationships

Communicate & Engage *Communicate clearly and respectfully, listen, and encourage input from others*	✓ Tailors content, pitch and style of communication to the needs and level of understanding of the audience ✓ Clearly explains complex concepts and technical information ✓ Adjusts style and approach flexibly for different audiences ✓ Actively listens and encourages others to provide input ✓ Writes fluently and persuasively in a range of styles and formats
Community & Customer Focus *Commit to delivering customer and community focused services in line with strategic objectives*	✓ Demonstrates a sound understanding of the interests and needs of customers and the community ✓ Takes responsibility for delivering quality customer-focused services ✓ Listens to customer and community needs and ensures responsiveness ✓ Builds relationships with customers and identifies improvements to services ✓ Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Work Collaboratively *Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity*	✓ Contributes to a culture of respect and understanding in the organisation ✓ Creates an atmosphere of trust and mutual respect within the team ✓ Builds cooperation and overcomes barriers to sharing across teams/units ✓ Relates well to people at all levels and develops respectful working relationships across the organisation ✓ Identifies opportunities to work together with other teams/units ✓ Acts as a resource for other teams/units on complex or technical matters
Influence & Negotiate *Persuade and gain commitment from others, and resolve issues and conflicts*	✓ Builds a network of work contacts/relationships inside and outside the organisation ✓ Approaches negotiations in the spirit of maintaining and strengthening relationships ✓ Negotiates from an informed and credible position ✓ Influences others with a fair and considered approach and sound arguments ✓ Encourages others to share and debate ideas

3. Results

Plan & Prioritise *Plan and organise work in line with organisational goals, and adjust to changing priorities*	✓ Consults on and delivers team/unit goals and plans, with clear performance measures ✓ Takes into account organisational objectives when setting and reviewing team priorities and projects ✓ Scopes and manages projects effectively, including budgets, resources and timelines ✓ Manages risks effectively, minimising the impacts of variances from project plans ✓ Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Think & Solve Problems *Think, analyse and consider the broader context to develop practical solutions*	✓ Draws on numerous sources of information, including past experience, when facing new problems ✓ Demonstrates an understanding of how individual issues relate to larger systems ✓ Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports ✓ Uses rigorous logic and a variety of problem solving methods to develop workable solutions ✓ Anticipates, identifies and addresses risks and issues with practical solutions ✓ Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

Create & Innovate *Encourage and suggest new ideas and show commitment to improving services and ways of working*	✓ Produces new ideas, approaches or insights ✓ Analyses successes and failures in the organisation for insights to inform improvement ✓ Identifies ways in which industry developments and trends impact on own business area ✓ Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation ✓ Identifies, shares and encourages suggestions for organisational improvement ✓ Experiments to develop innovative solutions
Deliver Results *Achieve results through efficient use of resources and a commitment to quality outcomes*	✓ Takes responsibility for the quality and timeliness of the team's work products ✓ Ensures team understands goals and expectations ✓ Shares the broader context for projects and tasks with the team ✓ Identifies resource needs, including team, budget, information and tools ✓ Allocates responsibilities and resources appropriately ✓ Gives team members appropriate flexibility to decide how to get the job done

4. Resources

Finance *Be a responsible custodian of council funds and apply processes in line with legislation and policy*	✓ Uses basic financial terminology appropriately ✓ Considers the impact of funding allocations on business models, projects and budgets ✓ Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition ✓ Prepares and evaluates business cases with due regard for long term financial sustainability ✓ Applies high standards of financial probity with public monies and other resources ✓ Identifies, monitors and mitigates financial risks
Assets & Tools *Use, allocate and maintain work tools appropriately and manage community assets responsibly*	✓ Contributes quality information about council and community assets to asset registers ✓ Prepares accurate asset maintenance and replacement costings in line with council plans and policies ✓ Is aware of asset management risks and actions to manage and mitigate these
Technology & Information *Use technology and information to maximise efficiency and effectiveness*	✓ Selects appropriate technologies for projects and tasks ✓ Identifies ways to leverage the value of technology to achieve outcomes ✓ Ensures team understands their obligations to use technology appropriately ✓ Ensures team understands obligations to comply with records, information and knowledge management requirements
Procurement & Contracts *Understand and apply procurement processes to ensure effective purchasing and contract performance*	✓ Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers ✓ Delivers open, transparent, competitive and effective procurement processes ✓ Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met ✓ Takes appropriate actions to manage and mitigate procurement and contract management risks

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