

POSITION DESCRIPTION



LIBRARY OFFICER – LOCAL HISTORY

The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

We have a plan to achieve our vision:

ECONOMY

We are a thriving economy and a business-friendly City

COMMUNITY

We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike

ENVIRONMENT & HERITAGE

We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated

PLACEMAKING

We are a unique and distinctive collection of active places, created and cared for through strong partnerships

LEADERSHIP

We are an innovative, collaborative and high performing leader within local government

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values:

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none"> The 'why' Deliver public good Improve the quality of people's lives Community focussed Deliver Council's City Plan 	<ul style="list-style-type: none"> The 'what' Innovate Continuously improve Problem solve Adapt & change Engage the community Shape the future 	<ul style="list-style-type: none"> The 'how' Trust, honesty, integrity Care and support each other Work as a team We celebrate success We are accountable Open communication

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The position is:

Position Title	Library Officer – Local History		
Department & Section	Community Development		
Team	Collections		
Reporting to	Collection Leader (Libraries)		
Positions Reporting to it	None		
Classification and Stream	MOA 3 – General Officer		
Position Number	5791	Prescribed Position:	YES

How does this position contribute to our community?

- To make the City of Port Adelaide Enfield a city where people love to be. A City of opportunity and a city that supports community wellbeing by providing welcoming and flexible services, resources, and programs to library customers.
- Supports the collection of, and access to, the City of PAE community's rich stories, history, and artefacts for both current and future generations.

What does the position do?

- Provide welcoming, knowledgeable customer service which supports the community's access to Library services such as information and resources, technology, programs and spaces
- Supports the maintenance of, access to, and development of the Local and Family History Collections.
- Facilitate access to information, resources, programs and lifelong learning opportunities which support positive wellbeing and healthy communities.
- Support other library officers, agency staff, trainees, and volunteers in accurately processing, storing and maintaining materials.
- Supports the Local History Team with collection management and maintenance.
- Supports the team in the delivery of Heritage Strategies and objectives.
- Delivers programs and promotional activities that increase the community's awareness and access to the Local History Collection and Services.
- Provides accurate, evidence based, trusted information which meets the reference and research needs of users of the Local History Collection, family and local history researchers, Council staff, and the broader community.
- Utilises expert cataloguing and data entry skills to create and maintain quality records that enable customers to easily discover information and resources.
- Works independently and exercises judgement in line with established procedures and policies, to process and maintain library materials of unique provenance and value.
- Deliver one-on-one training to library customers of all ages and abilities.
- Works collaboratively across the Library Service to support the delivery of high-performing Local and Family History services and collections.
- Supports the day-to-day operations of the library service.
- Works outside of standard business hours, evenings, and weekends, across all Library branches.
- Other reasonable duties as required are undertaken.

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What outcomes does the position deliver?

- Local History materials are easily found in the catalogue and delivered to the community promptly, accurately, and efficiently.
- A local history service where community members can access support in their local, cultural and family history enquiries.
- Libraries provide exceptional customer service that is welcoming, effective and inclusive.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts

Qualifications for the position

- A Diploma in Library & Information Management is desirable or an ALIA-recognised cataloguing course.
- Current WWCC & Vulnerable Person Related Clearance (or willing to obtain)
- Current National Police Clearance (or willing to obtain)
- Current Driver's License

Experience

- Demonstrated experience in cataloguing and RDA is essential.
- Experience in Customer Service in a library environment is highly desirable.

Knowledge

- Knowledge of Public libraries and their role in society including current trends and innovation.
- Proficient in the use of information technology and software, sound working knowledge of digital resources.
- Knowledge of Local History best practices, resources and collections is highly desirable.

Information Management/Cyber Security

- Appropriate information management practices are implemented
- Maintain knowledge and application of Council's IT systems relevant to role
- Maintain a working understanding of and follow Council's cyber security controls

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted
- Promote protection, safety and wellbeing of children and other vulnerable people

Our Safety and Return to Work Commitments

All Staff

- Take reasonable care for their own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety

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- Co-operate with any reasonable WHS policy or procedure relevant to their work
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014

Employee Signature: _____

Print Name: _____

Date: _____