

# Position Description

## Local History Librarian

<b>Classification</b>	Level - 6
<b>Status</b>	Permanent part-time
<b>Reports to</b>	Senior Librarian
<b>Position Objective</b>	<p>To develop and coordinate the local history collection to preserve the history and culture of the Town of Bassendean.</p> <p>The position works collaboratively with the library team and assists in library operations.</p>
<b>Last Review Date</b>	June 2024

### About the Team

The Town's Library Services is an important community and cultural hub that supports the information, literacy, lifelong learning, and recreational 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 as well as library and information duties.

## Role Responsibilities

*The following is a summary of specific duties for this role.*

- Acquire, preserve, develop, and manage access and deacquisition of Bassendean's physical and digital Local History Collection in accordance with adopted policies and guidelines.
- Lead and support Council's local history digital and online presence that enables community access and promotes Bassendean's rich local history and heritage.
- Plan and deliver innovative projects, initiatives, and exhibitions internally and also in collaboration with other organisations that promote and encourage engagement with the collection.
- Respond and provide advice and support to customers, organisations, stakeholders, staff and volunteers on local history and heritage matters including research and reports as required
- Undertake procurement activities within delegation and provide input and advice to support library budget decision making
- Create or participate in the development and implementation of practices, guidelines, policies, and procedures to engage service delivery
- Network with other libraries, service providers and other organisations to deliver initiatives.
- Prepare grant applications in consultation with the Senior Librarian as required to support Community History Programs
- Promote the positive and collaborative culture and values of the organisation through open, fair, and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team and other key stakeholders achieve business unit goals, work requests, demands and Council priorities.
- Supervise volunteers and practicum students.
- Perform desk duties as required. This may include evening and weekend shifts as needed.
- Any other duties, relevant to the position, as directed by the Senior Librarian
- Demonstrate a commitment to Occupational Safety and Health by taking responsible care/action to ensure own safety and the safety of customers and work colleagues and complying with all Town of Bassendean Occupational Safety and Health policies and procedures

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.

## Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of

Local History Librarian

their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Previous experience developing and coordinating an archival or local history collection, and engendering community interest in the collection; this includes knowledge of the Copyright Act.
2. Knowledge of archival resources and services at the State Library WA and conservation techniques for archival or local studies collections.
3. Knowledge and experience of automated library software packages, MS Office software, microform equipment and other automated and electronic data storage, indexing and retrieval systems.
4. Ability to work rostered hours including evenings and Saturday mornings.
5. Interpersonal and communication skills to work collaboratively within a team and interact with a broad customer service base.
6. Organisational skills to manage local history projects and assist in library operations.
7. The ability to research and analyse information to make informed recommendation on Council's local history collection.
8. Tertiary qualifications and eligibility for Associate Membership of ALIA.
9. Current WA "C" or "C-A" Class Driver's License and National Police Certificate

## Other Job Requirements

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

- **Possession of a relevant Library Technician or degree qualifications:** Three year degree/Graduate Diploma in Library Studies with eligibility for professional membership of the Australian Library and Information Association

## 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

<p><b>Manage Self</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i></p>	<ul style="list-style-type: none"> <li>✓ Initiates action on team/unit projects, issues and opportunities</li> <li>✓ Accepts and tackles demanding goals with drive and commitment</li> <li>✓ Seeks opportunities to apply and develop strengths and skills</li> <li>✓ Examines and reflects on own performance</li> <li>✓ Seeks and responds well to feedback and guidance</li> </ul>
<p><b>Display Resilience and Adaptability</b> <i>Express own views, persevere through challenges, and be flexible and willing to change</i></p>	<ul style="list-style-type: none"> <li>✓ Is flexible, showing initiative and responding quickly to change</li> <li>✓ Accepts changed priorities and decisions and works to make the most of them</li> <li>✓ Gives frank and honest feedback / advice</li> <li>✓ Listens when challenged and seeks to understand criticisms before responding</li> <li>✓ Raises and works through challenging issues and seeks alternatives</li> <li>✓ Stays calm and acts constructively under pressure and in difficult situations</li> </ul>
<p><b>Act with Integrity</b> <i>Be honest, ethical and professional, and prepared to speak up for what is right</i></p>	<ul style="list-style-type: none"> <li>✓ Acts honestly, ethically and with discretion and encourages others to do so</li> <li>✓ Sets a tone of integrity and professionalism with customers and the team</li> <li>✓ Supports others to uphold professional standards and to report inappropriate behaviour</li> <li>✓ Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>✓ Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>
<p><b>Demonstrate Accountability</b> <i>Take responsibility for own actions, commit to safety, and act in line with legislation and policy</i></p>	<ul style="list-style-type: none"> <li>✓ Is prepared to make decisions within own level of authority</li> <li>✓ Takes an active role in managing issues in the team</li> <li>✓ Coaches team members to take responsibility and follow through</li> <li>✓ Is committed to safe work practices and manages work health and safety risks</li> <li>✓ Identifies and manages other risks in the workplace</li> </ul>

## 2. Relationships

<p><b>Communicate &amp; Engage</b> <i>Communicate clearly and respectfully, listen, and encourage input from others</i></p>	<ul style="list-style-type: none"> <li>✓ Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>✓ Clearly explains complex concepts and technical information</li> <li>✓ Adjusts style and approach flexibly for different audiences</li> <li>✓ Actively listens and encourages others to provide input</li> <li>✓ Writes fluently and persuasively in a range of styles and formats</li> </ul>
<p><b>Community &amp; Customer Focus</b> <i>Commit to delivering customer and community focused services in line with strategic objectives</i></p>	<ul style="list-style-type: none"> <li>✓ Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>✓ Takes responsibility for delivering quality customer-focused services</li> <li>✓ Listens to customer and community needs and ensures responsiveness</li> <li>✓ Builds relationships with customers and identifies improvements to services</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Work Collaboratively</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>	<ul style="list-style-type: none"> <li>✓ Contributes to a culture of respect and understanding in the organisation</li> <li>✓ Creates an atmosphere of trust and mutual respect within the team</li> <li>✓ Builds cooperation and overcomes barriers to sharing across teams/units</li> <li>✓ Relates well to people at all levels and develops respectful working relationships across the organisation</li> <li>✓ Identifies opportunities to work together with other teams/units</li> <li>✓ Acts as a resource for other teams/units on complex or technical matters</li> </ul>
<b>Influence &amp; Negotiate</b> <i>Persuade and gain commitment from others, and resolve issues and conflicts</i>	<ul style="list-style-type: none"> <li>✓ Builds a network of work contacts/relationships inside and outside the organisation</li> <li>✓ Approaches negotiations in the spirit of maintaining and strengthening relationships</li> <li>✓ Negotiates from an informed and credible position</li> <li>✓ Influences others with a fair and considered approach and sound arguments</li> <li>✓ Encourages others to share and debate ideas</li> </ul>

### 3. Results

<b>Plan &amp; Prioritise</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i>	<ul style="list-style-type: none"> <li>✓ Consults on and delivers team/unit goals and plans, with clear performance measures</li> <li>✓ Takes into account organisational objectives when setting and reviewing team priorities and projects</li> <li>✓ Scopes and manages projects effectively, including budgets, resources and timelines</li> <li>✓ Manages risks effectively, minimising the impacts of variances from project plans</li> <li>✓ Monitors progress, makes adjustments, and evaluates outcomes to inform future planning</li> </ul>
<b>Think &amp; Solve Problems</b> <i>Think, analyse and consider the broader context to develop practical solutions</i>	<ul style="list-style-type: none"> <li>✓ Draws on numerous sources of information, including past experience, when facing new problems</li> <li>✓ Demonstrates an understanding of how individual issues relate to larger systems</li> <li>✓ Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>✓ Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> <li>✓ Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>✓ Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
<b>Create &amp; Innovate</b> <i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i>	<ul style="list-style-type: none"> <li>✓ Produces new ideas, approaches or insights</li> <li>✓ Analyses successes and failures in the organisation for insights to inform improvement</li> <li>✓ Identifies ways in which industry developments and trends impact on own business area</li> <li>✓ Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation</li> <li>✓ Identifies, shares and encourages suggestions for organisational improvement</li> <li>✓ Experiments to develop innovative solutions</li> </ul>

<b>Deliver Results</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<ul style="list-style-type: none"> <li>✓ Takes responsibility for the quality and timeliness of the team's work products</li> <li>✓ Ensures team understands goals and expectations</li> <li>✓ Shares the broader context for projects and tasks with the team</li> <li>✓ Identifies resource needs, including team, budget, information and tools</li> <li>✓ Allocates responsibilities and resources appropriately</li> <li>✓ Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
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#### 4. Resources

<b>Finance</b> <i>Be a responsible custodian of council funds and apply processes in line with legislation and policy</i>	<ul style="list-style-type: none"> <li>✓ Uses basic financial terminology appropriately</li> <li>✓ Considers the impact of funding allocations on business models, projects and budgets</li> <li>✓ Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>✓ Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>✓ Applies high standards of financial probity with public monies and other resources</li> <li>✓ Identifies, monitors and mitigates financial risks</li> </ul>
<b>Assets &amp; Tools</b> <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	<ul style="list-style-type: none"> <li>✓ Contributes quality information about council and community assets to asset registers</li> <li>✓ Prepares accurate asset maintenance and replacement costings in line with council plans and policies</li> <li>✓ Is aware of asset management risks and actions to manage and mitigate these</li> </ul>
<b>Technology &amp; Information</b> <i>Use technology and information to maximise efficiency and effectiveness</i>	<ul style="list-style-type: none"> <li>✓ Selects appropriate technologies for projects and tasks</li> <li>✓ Identifies ways to leverage the value of technology to achieve outcomes</li> <li>✓ Ensures team understands their obligations to use technology appropriately</li> <li>✓ Ensures team understands obligations to comply with records, information and knowledge management requirements</li> </ul>
<b>Procurement &amp; Contracts</b> <i>Understand and apply procurement processes to ensure effective purchasing and contract performance</i>	<ul style="list-style-type: none"> <li>✓ Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers</li> <li>✓ Delivers open, transparent, competitive and effective procurement processes</li> <li>✓ Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met</li> <li>✓ Takes appropriate actions to manage and mitigate procurement and contract management risks</li> </ul>

