



BLAND SHIRE COUNCIL
west wyalong

Position Vacant
Library Assistant – Temporary Part Time
Hourly Rate \$29.40

Bland Shire Council is currently seeking a Library Assistant to assist in the provision of library services to residents of the Shire. You will be required to provide assistance in the use of information technology and assist with the delivery of circulation and reference/information services. This is a Temporary Part Time position. You will be required to work a minimum of 7 hours per week.

To be successful in this position, you will possess the following skills and experience:

- Certificate III in Library and Information Services and/or relevant customer service experience.
- Current Working with Children Check

For more information regarding the Library Assistant position, please contact Cathy Lange on (02) 6972 2266 or email jobs@blandshire.nsw.gov.au.

Interested persons are required to obtain an information package from Council and address the question(s) listed on the web site to be considered for this position. Information Packages are available at <http://www.blandshire.nsw.gov.au/your-council/careers> or contact Human Resources on (02) 6972 2266.

Applications Close 24 July 2020

www.blandshire.nsw.gov.au

PO Box 21, West Wyalong NSW 2671
Ph: 02 6972 2266 Fax: 02 6972 2145
Email: council@blandshire.nsw.gov.au

Ray Smith
GENERAL MANAGER

Position Description Library Assistant

Directorate	Corporate and Community Services
Location	Bland Shire Council, Shire Street West Wyalong
Classification/Grade/Band	Grade 7
Position Code	3471 – Part Time
Date Position Description approved	13 March 2009

Council overview

The Shire's major centre of West Wyalong is centrally located on the junction of the Newell and Mid Western Highways and within a 160 kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes and Cowra and within 300 kilometres of Canberra – providing an authentic rural lifestyle with the conveniences of the city well within reach.

The Bland Shire has a rich history and a vibrant future. Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties while in more recent times the Shire has also experienced significant developments away from agriculture. Evolution Mining operates a gold mine at Lake Cowal while Pace Farm has the biggest egg producing facility in the southern hemisphere.

Council values

- Put the Community First,
- Work together as a committed team,
- Respect and value each other,
- Have open and honest two-way communication,
- Act with integrity and honesty,
- Continuously improve our service,
- Keep ourselves and other safe.

Primary purpose of the position

To assist in the effective and efficient provision of library services to residents of the Shire.

Key accountabilities

Within the area of responsibility, this role is required to:

- Assist with the delivery of circulation and reference/information services
- Provide assistance in the use of information technology
- Shelve books and maintain the physical appearance of the library
- Handle cash transactions
- Process new library stock
- Catalogue and process periodicals
- Update media files
- Assist with children's activities and displays
- Assist with promotional and marketing activities
- Count and balance library monies as required
- Dispose of newspapers according to library procedures
- Assist with visitor information queries
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Key challenges

- Identifying and resolving arising issues and providing responses in a timely manner to maintain positive and cooperative Service relationships.
- Dealing with issues in a manner that maintains respect, confidentiality and discretion.
- Balancing unexpected situations, competing service demands and the provision of a responsive service with the need to adhere to legislative and regulatory requirements

Key internal relationships

Who	Why
Team Members	Negotiate task priorities Ensure safety and quality standards are met
Library Services Coordinator	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times
Service Providers	Maintain a friendly, professional and positive council presence

Reports to

Library Services Coordinator

Essential requirements

Selection Criteria
<p>Selection Criteria 1:</p> <p>Certificate II in Information and Cultural Services and/or relevant experience.</p> <p>Current Working with Children Check</p>
<p>Selection Criteria 2:</p> <p>Demonstrate Accountability: Take responsibility for own actions, commit to safety, and act in line with legislation and policy</p> <p>Community and Customer Focus: Commit to delivering customer and community focused service in line with strategic objectives</p> <p>Deliver Results: Achieve results through efficient use of resources and a commitment to quality outcomes</p> <p>Technology and Information: Use technology and information to maximise efficiency and effectiveness</p>
<p>Selection Criteria 3:</p> <p>Thorough knowledge of WHS & EEO practices and principles.</p>

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Continuous standing	Frequent reaching at waist level or below
Frequent walking	Rarely crawling
Occasional sitting	Occasional trunk rotation
Rarely climbing	Frequent repetitive forearm, hand and finger movement
Occasional bending/stooping	Frequent manual dexterity and handling
Occasional squatting/crouching	
Rarely kneeling	
Occasional reaching overhead	





Working with Children Check

If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace
Relationships Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> • Identifies and responds quickly to customer needs • Demonstrates a thorough knowledge of services provided • Puts the customer and community at the heart of work activities • Takes responsibility for resolving customer issues and needs
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness