



**Position Vacant**  
**TRAINEESHIP – LIBRARY**  
Hourly Rate as per the Award

A Traineeship with Bland Shire Council combines certified training with real work experience & real wages. You'll enjoy flexible working hours, rostered days off, 5 weeks annual leave, study time, a modern work environment with up-to-date technology. In this role you will assist in the provision of library services to residents of the Shire. This is a temporary position for up to 2 years.

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

- Willingness to be enrolled in, and successfully complete Certificate IV in Library and Information Services.
- NSW Record of School Achievement or equivalent
- Higher School Certificate and possession of a current Driver's License will be highly desirable

For more information regarding the Trainee - Library position, please contact Cathy Lange on (02) 6972 2266 or email [jobs@blandshire.nsw.gov.au](mailto: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 3 August 2020**

[www.blandshire.nsw.gov.au](http://www.blandshire.nsw.gov.au)

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Ray Smith  
GENERAL MANAGER

## Position Description Trainee - Library

Directorate	Corporate and Community Service
Location	Bland Shire Council, Shire Street West Wyalong
Classification/Grade/Band	Trainee Rates
Position Code	3473 – This traineeship position is a temporary position of 2 years. Trainees will be able to apply for internal positions
Date Position Description approved	16 October 2008

### 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:

- The traineeship will involve theory and practical workplace assessments
- Liaise with supervisor and other Library staff in the performance of tasks and activities
- Assist library users with basic information and reference queries
- Assist Library staff with Inter-Library Loans
- Assist in the use of information technology
- Shelve books and maintain the physical appearance of the library
- Assist with processing new library stock and updating media files
- Assist with children's activities and displays
- Assist with promotional and marketing activities
- Count and balance library monies as required
- Assist with visitor information queries
- Handle cash transactions, count and balance library monies
- 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

- Comply with responsibilities relating to the terms of the Training Contract as a Trainee (training attendance and attainment of competencies).
- Balancing individual needs and development work with that of the team to achieve outcomes for council and the community.
- Prioritising accountabilities to serve short term needs while supporting the long term protection of the build and natural environment

## Key internal relationships

Who	Why
Team members	Collaborate on maintenance and development of services Negotiate task priorities Ensure safety and quality standards are met
Coordinator Library Services	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

## Reports to

Coordinator Library Services

## Essential requirements

Criteria	Weighting
<b>Selection Criteria 1:</b>	<b>Mandatory</b>
Following certificates: <ul style="list-style-type: none"> <li>• School Certificate or copy of final report</li> <li>• Higher School Certificate</li> <li>• Possession of a current Provisional 2 Driver's Licence will be highly desirable</li> </ul> Willingness to be enrolled in, and successfully complete Certificate IV in Library and Information Services	
<b>Criteria 2:</b>	
Demonstrate Accountability: Take responsibility for own actions, commit to safety, and act in line with legislation and policy  Work Collaboratively: Be respectful, inclusive and reliable team member, collaborate with others and value diversity  Deliver Results: Achieve results through efficient use of resources and a commitment to quality outcomes	
<b>Criteria 3:</b>	
Sound understand of EEO and WHS principles and practice	

### 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	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Foundational</b>
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Foundational</b>
	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
<b>Personal Attributes</b> Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> <li>• Takes care of own and others' safety and wellbeing by following safe work practices</li> <li>• Identifies and speaks up about risks in the workplace</li> </ul>
<b>Relationships</b> Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
<b>Resources</b> Technology and Information	Foundational	<ul style="list-style-type: none"> <li>• Shows confidence in using the technology required in the role</li> <li>• Uses technology appropriately, in line with acceptable use policies</li> <li>• Completes work tasks in line with records, information and knowledge management policies</li> </ul>