

BARKLY REGIONAL COUNCIL



Library Officer – Tennant Creek (TBA)

1. Position Objectives

The position of Library Officer – Tennant Creek is responsible for providing library services to the community ensuring patrons have a positive library experience by delivering high-quality patron service.

Library services include borrowing and returning library collections, enabling digital inclusion, maintaining its collection, organising and providing community programs to patrons of all ages, cultural backgrounds, and abilities e.g., storytelling, technology programs, and arts and craft.

2. Key Responsibilities

- Support the Library Coordinator in the provision of high-quality library services.
- Borrowing and returning library resources including inter-library loans.
- Be helpful and answer queries from patrons using library services.
- Enabling digital inclusion by assisting patrons to use the library's public access computers and Wi-Fi.
- Assist patrons with requests for scanning, copying, and printing.
- Maintaining the library's collection e.g., receiving new acquisitions, covering books, and repairing them.
- Organising and providing community programs to patrons of all ages, cultural backgrounds, and abilities e.g., storytelling, technology programs, arts, and craft
- Supervise library operations to ensure all visitors and users are following library rules.
- Undertake all required library administration and maintenance or relevant records.
- Various ad-hoc duties to support and assist the wider team as required.

3. Key Accountabilities

- Deliver a modern, accessible library service.
- Ensure all Council policies and procedures are followed and adhered to at all times.
- Work safely and ensure a safe environment for staff and patrons in accordance with the Council's Workplace Health and Safety (WHS) policies and guidelines lines relevant legislation.
- Providing exemplary customer service and assisting customer's requests in a timely manner.

4. Organisational Relationship

Position Title:	Library Officer - Tennant Creek (TBA)
Reports To:	Library Coordinator (10007)
Department:	Operations
Internal Liaison:	Chief Executive Officer Director of Tennant Creek

Tennant Creek Community Services Manager
Library Coordinator
Other Council Staff

External Liaison: Library Customers
Rate Payers, Residents, and Visitors

5. Wages and Allowances

Classification: Level 4 Pay Point 1
Barkly Regional Council Enterprise Agreement 2023

Status: Casual

Hourly Rate: \$39.17 per hour (including 25% casual loading)

Zone Allowance: Tennant Creek Zone Allowance \$1.8900 per ordinary hour

6. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture and Aboriginal Issues.
- High level of tact, diplomacy, and confidentiality
- Excellent time management and communication skills.
- Ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing working environment.

Interpersonal:

- Ability to successfully interact with people at all levels.
- Good communication, interpersonal skills and manner.
- A willingness to adapt to work in a challenging environment.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Shire Council.
- Ensure compliance with and adherence to all legislative requirements and best business practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Shire Council in a positive manner at all times when dealing with external contacts.
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace.
- Any other reasonable duties as directed by your Manager.

7. Essential Criteria – Qualifications, Skills, and Experience

- 1. Demonstrated knowledge of general library procedures.
- 2. Demonstrated ability to work effectively with limited direction, meet deadlines, prioritise workloads, and organise effective and efficient use of time.
- 3. Demonstrated communication and interpersonal skills including the capacity to liaise effectively with internal and external stakeholders.
- 4. Good numeracy and literacy skills.
- 5. Good IT skills and the ability to adapt to or learn new systems and software.

8. Desirable Criteria - Qualifications, Skills, and Experience

- 1. Have a NT Working with Children (Ochre Card) or the ability to obtain one.
- 2. Ability to work weekdays and Saturday mornings.
- 3. The flexibility to work additional hours while staff are on leave.
- 4. A Current driver’s licence.

9. Certification

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

Ian Bodill

Ian Bodill
Chief Executive Officer

23 / 11 / 2023

Date

10. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

_____/_____/_____
Date