



**REGIONAL
AUSTRALIA**
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EMPLOYMENT INFORMATION PACKAGE

Library Officer
Goondiwindi



10 November 2021

Library Officer Goondiwindi

Thank you for your interest in applying for the position of **Library Officer, Goondiwindi** with the Goondiwindi Regional Council.

Currently, we have a full time permanent position vacancy within the Community & Corporate Services Directorate for a suitably experienced and qualified Librarian located at Council's Customer Service Centres, 100 Marshall Street, Goondiwindi to commence as soon as possible.

Remuneration will be in accordance with the Queensland Local Government Industry Award 2017 (Stream A - Level 3 to Level 4) depending on qualification, skills and experience.

This package has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria (where applicable) so that you can present the best possible image of yourself and your work experience when completing your application.

The package includes the following documents:

- Advertisement
- Position Description
- General Conditions of Employment
- Recruitment and Selection Process

For general details of the Council, please visit our website: **www.grc.qld.gov.au**

For further information about the position or duties involved, please contact Council's Customer & Community Services Supervisor, Sarah Little on (07) 4671 7400 or via email on mail@grc.qld.gov.au.

I look forward to receiving your application.

Debbie Elliott
Human Resources Officer



Council currently has the following vacancy:

POSITION: Library Officer
DIRECTORATE: Community and Corporate Services
LOCATION: GOONDIWINDI QLD
CLOSING DATE: Wednesday, 8 December 2021
ENQUIRIES: Coordinator Community & Customer Services

Employment Information Packages and options on how to apply can be found on Council's website at www.grc.qld.gov.au/vacancies

Applications must be in writing and be addressed to the Chief Executive Officer, LMB 7, Inglewood Qld 4387.

Applications must be received by 5:00pm **Wednesday, 8 December 2021.**

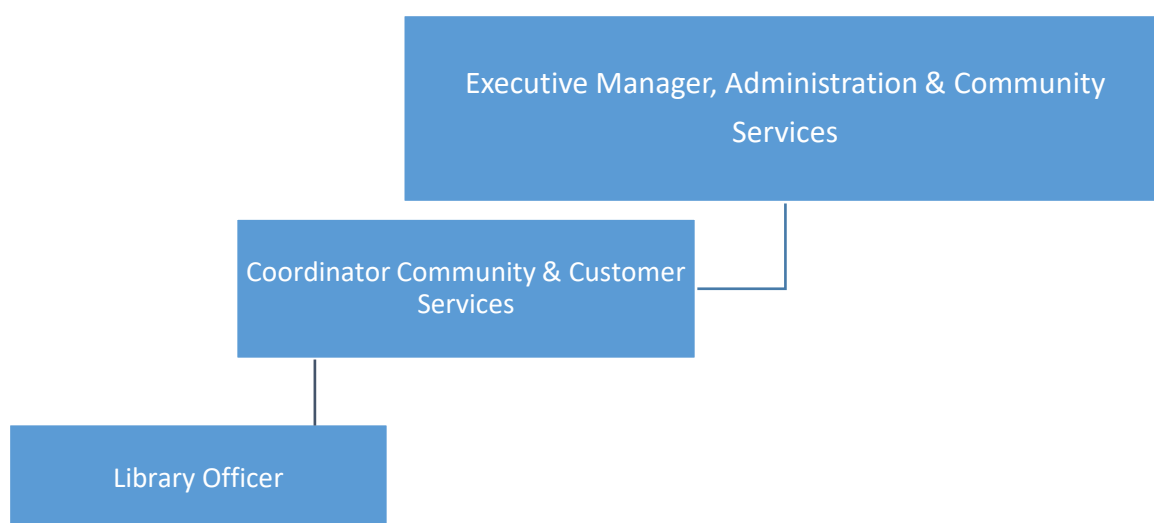
POSITION DESCRIPTION

Position: Library Officer
Section: Community & Corporate Services
Location: Goondiwindi
Reports to: Coordinator Community & Customer Services

POSITION OBJECTIVE

To administer, promote and advocate for the Goondiwindi Regional library services while striving to maintain the standards and guidelines for the development and management of libraries, which meet the information, education, recreation and cultural needs of the community.

ORGANISATIONAL STRUCTURE



POSITION REQUIREMENTS

EXPERIENCE / QUALIFICATIONS:

- Certificate in Library and Information Services or equivalent qualification preferred, willingness to work towards such qualifications if required;
- Demonstrated experience in library operations, preferably in public libraries;
- Experience in the preparation, promotion and administration of public programs and activities;
- High quality communication, consultative, interpersonal and negotiation skills, with demonstrated ability to liaise with other library staff and relevant personnel, government employees and the community.

KNOWLEDGE
<ul style="list-style-type: none"> • Demonstrated knowledge of current industry standards in library and information systems and public access to electronic information; • Knowledge associated with administering library operations within the Rural Libraries Queensland Network; • Knowledge or the ability to quickly acquire knowledge of operations of Council functions, policies and procedures relevant to library practices; • Knowledge or the ability to quickly acquire knowledge of library management software (Aurora), records management software (MagiQ), and Microsoft suite.
SKILLS
<ul style="list-style-type: none"> • Strong communication and interpersonal skills and the ability to apply these skills in a multifunction environment; • Highly developed self-motivation skills and demonstrable ability to interact with the public and other officers with tact, understanding and encouragement; • The ability to positively lead, coach and influence work groups and individuals; • Effective organisational skills; • Highly developed written communication and report writing skills ; • Highly developed computer and typing skills; • Highly developed numeracy and literacy skills; • Ability to operate auxiliary equipment including personal computers, printers, photocopiers, facsimile machine, and binding machine.

KEY RESULT AREAS	KEY ACCOUNTABILITIES
<p>The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the position are flexible and subject to review. Without limiting the above, the key responsibilities of the position holder shall include:</p>	
	<ul style="list-style-type: none"> • Responsible for motivating, supporting, contributing and supervising the library team to achieve goals that contribute to meeting the Council's operational and strategic goals; • Ability to recognise and regularly assess and evaluate internal and external customer needs and identify opportunities for service improvement to ensure excellence in customer service; • Maintain library records, materials and resources to a high standard, in-line with State Library of Queensland standards; • Undertake financial transactions, cash handling, receipting, banking and process in accordance with established procedures; • Effectively work in collaboration with Customer Service Team and other Council staff; • Contribute to a work environment that values the contributions made by staff, encouraged positive communication, demonstrates flexibility, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff; • Demonstrated ability to proactively and professionally represent the interest of Council; • Any other duties as directed by the Coordinator Community & Customer Services or Executive Manager, Administration & Community Services.

Records Management	Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.
Risk Management	Report risk exposure to supervisor/manager and implement risk controls as directed by supervisor/manager.

PERFORMANCE & SKILL STANDARDS

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Chief Executive Officer recognising those standards as outlined in Council's Corporate Plan and supporting Operational Plan.
- Work shall be performed in accordance with accepted industry standards, quality assurance standards and in compliance with Workplace Health and Safety Act and other legislative requirements or standards, which may be appropriate and including Council's policies, procedures and local laws.
- Allocated tasks shall be completed consistently within agreed timeframes.
- Active participation in planning and recommending possible ways in which allocated tasks can be carried out more effectively and efficiently.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

WORKPLACE HEALTH & SAFETY

- All employees have a legal obligation to comply with statutory and council's WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include:
- Being aware of the council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.

WORKPLACE HEALTH & SAFETY

- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WH&S to your Supervisor.

GENERAL CONDITION OF EMPLOYMENT

AWARD:	Queensland Local Government Industry Award – State 2017 (Stream A); other relevant Awards and Council’s Enterprise Bargaining Agreement.
SALARY:	Level 3 to Level 4 (depending on qualification, skills and experience) \$66,788.28p/a to \$73,640.84p/a (under 21 years - Junior rates apply)
SUPERANNUATION:	First 12 months Employee contribution of 6% not compulsory Council Contribution 10% if no employee contribution is made, otherwise 12% Second and subsequent years is compulsory Employee Contribution 6% Council Contribution 12% *Council contribution 10% only applies to casuals.
STAFF DEVELOPMENT & TRAINING:	Council is very aware of the need for the development of its staff. Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals. Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses.
WORKPLACE HEALTH & SAFETY:	All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011.
PROBATION:	All appointments are subject to a six month probationary period.
UNIFORM:	All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment.
SMOKE-FREE WORKPLACE:	It is Council policy that smoking is not permitted in: <ul style="list-style-type: none">• Council buildings;• Council vehicles, road plants;• Water and sewerage plants and designated confined entry spaces;• Other designated areas, which will be notified from time to time.

RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council's selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council's objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.

STEP 1

1. Vacancy Advertised
2. Obtain an Application Kit
3. Applications received

STEP 2

4. Selection Panel Formed
5. Applicants short-listed
6. Candidates notified & interviewed
7. Interview assessment
8. Reference checks
9. Pre employment medical maybe required
10. Recommendation of appointment.

STEP 3

11. Unsuccessful applicants notified
12. Position offered to successful candidate
13. Induction Process

APPLICATIONS

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

- A brief covering letter – identifying your interest in the position.
- A concise demonstration that you meet the selection criteria (if required) – providing brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
- Where specific selection criteria is not requested, you should incorporate sufficient detail in your covering letter/resume to demonstrate you have the ability to meet the requirements of the position.
- Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
- Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

LOGGING YOUR APPLICATION

You can apply for the position online by clicking the “APPLY” button on Council’s website www.grc.qld.gov.au/vacancies. Complete the application and attached relevant documents. Applications should be submitted before 5:00pm on the closing date for the position. If you choose not to apply online application should be forwarded to:

Post to: Attention: Debbie Elliott Mr Carl Manton Chief Executive Officer Goondiwindi Regional Council Locked Mail Bag 7 INGLEWOOD QLD 4387	Personally deliver to: Attention: Debbie Elliott Customer Service Centres in Goondiwindi, Inglewood or Texas.	Email to: mail@grc.qld.gov.au Attention: Debbie Elliott
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As each application will be electronically scanned, it is not necessary to bind your application or include it in a folder.

REFERENCE CHECKS

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

NOTIFICATION OF APPOINTMENT

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.