



Position Vacant – Library Assistant (Permanent, Part-time)

[For full details and requirements of the role – Please refer to the Position Description](#)

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 1 - \$52,511 per annum, full-time equivalent.
- 5 weeks Annual Leave with 17.5% loading per annum, pro rata.
- 15 days Sick Leave per annum, pro rata.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (10.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 12.5% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

HOW TO APPLY

All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 22-23-010

For further enquiries regarding this vacancy and associated selection process, please contact Melanie Mills on 07 4620 8888.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Friday 12 August 2022

Matthew Magin
CHIEF EXECUTIVE OFFICER



Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Library Assistant (Permanent, Part-time)	Reference Number: 22-23-010
Applicant Details	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
Summary of Work History	
Current Employer:	Commenced:
Location:	
Main Duties:	
Previous Employer:	Commenced:
Location:	Concluded:
Main Duties:	
Previous Employer:	Commenced:
Location:	Concluded:
Main Duties:	

Application for Employment

Licences, Certificates and Qualifications

C – Car Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

In which industry did you gain the majority of this experience?

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.

Position Description – Library Assistant



POSITION DETAILS	
DEPARTMENT:	Community and Environmental Services
POSITION:	Library Assistant
REPORTS TO:	Libraries Coordinator
DIRECT REPORTS:	Nil
PRINCIPAL LOCATION:	The Hub, 110 Victoria Street, St George
POSITION PURPOSE:	The Library Assistant is responsible for providing library services to internal and external customers

POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> Current C Class open drivers' licence Relevant qualifications and/or experience 	<ol style="list-style-type: none"> Cert III or above in information & Information Services or similar
SKILLS	<ol style="list-style-type: none"> Knowledge of library classification systems (eg. Dewey Decimal System) Demonstrable analytical and problem-solving skills, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes Demonstrable high level customer service, information, and communication skills with stakeholders in a culturally diverse environment Highly developed computer skills, including proficiency using the Microsoft Office suite 	<ol style="list-style-type: none"> An affinity for technical IT and Internet skills an advantage Familiarity with records and financial software an advantage
EXPERIENCE	<ol style="list-style-type: none"> Minimum two (2) years' relevant professional experience, in similar positions 	<ol style="list-style-type: none"> Experience in a local authority an advantage

IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

Position Description – Library Assistant

POSITION KPI's	
DELIVERY	Deliver planned activities on time and to standard
CLIENTS	Always provide professional and timely customer service
ADMIN	Maintain accurate and timely records and transactions following policy & procedures
HEALTH AND SAFETY	Follow all WHS procedures
QUALITY	Ensure work meets policy, procedures, and standards
TEAM	Always maintain good communications and teamwork
AUTHORITY/DELEGATION	
Works independently under general guidance, guidelines and objectives provided by the Libraries Coordinator. This position has nil delegated purchasing authority in accordance with Council's Delegation Register .	
RESPONSIBILITIES	
MINIMUM RESPONSIBILITIES	
<ul style="list-style-type: none"> To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers. Work in a safe manner at all times and report any workplace risks. To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required. Communicate all health and safety matters to supervisors where applicable. To be punctual and reliable To report problems or difficulties encountered Contribute to the Council with suggestions for improvement Monitor personal qualifications and licences to ensure currency All council employees are bound by the <i>Queensland Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable. Communicate reliably and regularly, especially when working alone. Be environmentally responsible by minimising wastage without compromising safety or effectiveness 	
KEY RESPONSIBILITIES	
<p>The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. the key responsibilities include but are not limited to:</p> <p>Library Services</p> <ul style="list-style-type: none"> Provide a customer service to internal and external customers and conduct all transactions in a professional, ethical, courteous, and efficient manner General library duties including the following: <ul style="list-style-type: none"> process new library membership applications and issue borrowers with library cards locate and check out material to members, receive returned material and inspect for damage review records to compile lists of overdue material and issue overdue notices and fines to borrowers process and maintain reserve materials an inter-library loans respond promptly and courteously to telephone enquiries sort returned material according to classification code and need for repair and return these to shelves, files or storage areas prepare requests for library materials and co-ordinate and record payment for received materials enter cataloguing data in library systems check orders for new materials against the existing library collection and prepare to expedite ordering prepare monthly library reports and submit to Community & Libraries Coordinator Assist with planning and running information/education programs with customers and stakeholders Assist library users with basic technical issues using the internet and information technology 	

Position Description – Library Assistant

- Receipting of monies for fees, charges and fines
- Administer public use of internet facilities
- Administer room and venue bookings
- General cleaning of library, dusting vacuuming etc
- Contribute to the corporate team, promote best practice and maintain professional standards and integrity
- Ensure the presentation of the library area promotes a professional and positive image of Council
- Attend meetings and workshops as determined to keep abreast of current trends and issues
- Participate in team meetings and training sessions as required
- Promote and maintain a positive image of Council to raise the profile and perception of Council within the community
- Perform other duties within your capabilities as directed

MANAGEMENT SYSTEM RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council’s values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided
- Willingness to occasionally camp out in other towns as work dictates

Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council’s safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Libraries Coordinator circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that approved purchasing procedures are adhered to

Position Description – Library Assistant

- Keep the Libraries Coordinator and Manager Community Services appropriately and adequately informed on the current state of activities in the libraries and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

ORGANISATIONAL STRUCTURE

