

# BARKLY REGIONAL COUNCIL



## Library Officer – Tennant Creek (1623110)

### 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

#### Library Services Support

- Assist the Library Services Team Leader in delivering high-quality library services.
- Facilitate borrowing and returning of library resources, including inter-library loans.
- Respond to patron queries and provide helpful assistance with library services.
- Support digital inclusion by assisting patrons with public access computers and Wi-Fi usage.
- Aid patrons with requests for scanning, copying, and printing.
- Maintain the library's collection by receiving new acquisitions, covering, and repairing books.

#### Community Engagement and Operations

- Organise and deliver community programs for patrons of all ages, cultural backgrounds, and abilities, such as storytelling, technology programs, and arts and crafts.
- Supervise library operations to ensure compliance with library rules among visitors and users.
- Manage library administration and maintain relevant records as required.
- Perform various ad-hoc duties to support and assist the wider team as needed.
- Support the Library Services Team Leader in the provision of high-quality library services.

#### Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

## Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

## 3. Key Accountabilities

- Ensure the effective provision of high-quality library services, including the management of borrowing and returning processes, to enhance patron satisfaction and resource accessibility.
- Organise and facilitate engaging community programs that cater to diverse audiences, promoting inclusivity and fostering a love for reading and learning among all patrons.
- Supervise daily library operations, ensuring compliance with library policies and procedures, and maintaining a safe and welcoming environment for all visitors.
- Oversee the maintenance and organisation of the library's collection, including the processing of new acquisitions and the repair of materials, to ensure resources are available and in good condition for patrons.

## 4. Organisational Relationship

<b>Position Title:</b>	Library Officer - Tennant Creek (1623110)
<b>Reports To:</b>	Library Services Team Leader (1623100)
<b>Department:</b>	Operational Services
<b>Internal Liaison:</b>	Chief Executive Officer Director of Operational Services Regional Manager Operations - North Library Officer - Elliott Other Council Staff
<b>External Liaison:</b>	Library Patrons Rate Payers, Residents, and Visitors

## 5. 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.

### **6. 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.
6. A current National Criminal History Check (within the last 3 months).
7. A current Northern Territory Working with Children Clearance (Ochre Card).

### **7. Desirable Criteria - Qualifications, Skills, and Experience**

1. Ability to work weekdays and Saturday mornings.
2. The flexibility to work additional hours while staff are on leave.
3. A current Driver's Licence.

## 8. Wages and Allowances

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

**Status:** Part-Time (20 hours per week)

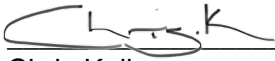
**Hourly Rate:** \$31.33 per hour

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

**SCG:** 11.5%

## 9. Certification

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



Chris Kelly  
Chief Executive Officer

22 / 10 / 2024  
Date

## 10. Acceptance

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

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date