

## CANDIDATE INFORMATION PACK

**Position Title: Children's and Youth Services Librarian**

**Positions Available:**

- **1 x Ongoing Part-Time Role**
- **94.5 hours per four week period**

**Closing Date:** 11pm, Wednesday 5 November 2025

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### Introduction

Thank you for your interest in employment with **Whitehorse Manningham Libraries (WML)**.

This information pack contains the **position description** and **application guidelines** to assist you in preparing your application.

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### How to Apply

Your application must include:

- A **cover letter** clearly stating the position(s) you are applying for and why you feel you are the right person for the role.
- Your **resume/CV**, outlining your relevant experience and achievements

**Note:** Incomplete applications may not be considered. Candidates may be contacted by phone for a preliminary discussion or Microsoft Teams interview to assist with the shortlisting process.

Please note only short-listed applicants will be contacted.

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## Application Guidelines

- Ensure your resume is **concise, clearly formatted**, and highlights your key achievements and relevant experience.
- Submit your application in **PDF or Word format**.
- Applicants must have appropriate **employment and residency status** in Australia.

## Submitting Your Application

Address your application to:  
**Sally Both, Chief Executive Officer**

Submit via our **website** (preferred), or email directly to [applicants@wml.vic.gov.au](mailto:applicants@wml.vic.gov.au).

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## Additional Information

As part of the recruitment process, **preferred candidates** will be required to undergo:

- A **National Criminal Record Check**
  - A **Working with Children Check**
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## Diversity and Inclusion

WML is an equal opportunity employer. We are committed to building an inclusive and welcoming workplace that reflects the diverse communities we serve.

We encourage applications from:

- **Aboriginal and Torres Strait Islander people**
- People with **disabilities** or **lived experience of disability**
- Individuals of **all abilities, cultures, ages, sexes, and genders**
- People **returning to the workforce** after a career break

If you require support or adjustments during the application process, please contact:  
**Tracey Olive** on **(03) 9896 4333**. We will do our best to accommodate reasonable requests.

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## Privacy Notice

The information you provide in your application is collected for employment purposes with WML and will be handled in accordance with the **Privacy and Data Protection Act 2014**.

You may access your personal information by contacting WMRLC's Information Privacy Officer on (03) 9896 4333.

Referees you provide must be informed and aware that they may be contacted as part of the reference-checking process.

## Advertisement

### Children's and Youth Services Librarian

**Band 5 (\$82,750 – \$95,354 Pro-rata) + Superannuation**

**Bulleen Library – Ongoing Part Time (94.5 hours per four week period)**

### Our organisation

Whitehorse Manningham Libraries is one of the most actively used public library services in Victoria. Our services are available to the whole community through eight physical locations, Outreach, Home Library Services and the library website.

### About the Role

Whitehorse Manningham Libraries invite applications from qualified librarians who are committed to providing excellent services for children and youth.

The successful applicant will:

- Engage with a diverse community and stakeholders
- Promote children's and youth services and deliver programs in a range of different formats
- Have the ability to deliver quality customer focused information and reader guidance services
- Have strong interpersonal and communication skills
- Be committed to strengthening community partnerships and connections
- Enjoy working as part of a team
- Have recognised tertiary qualifications conferring eligibility for professional membership of the Australian Library and Information Association as a librarian. Applications from those who are nearing the completion of their studies will also be considered.

The successful applicant must hold or be willing to acquire a Working with Children Check and must be willing to undergo a National Police Record Check.

Whilst this position has a home location of Bulleen Library, applicants must have the ability to be able to work at any of the Whitehorse Manningham Library Branches. Details of the shift requirements for this role and position description are provided in this pack.

WML offers the following benefits:

- Access to professional development opportunities that support our commitment to life-long learning and a skilled workforce
- Purchased leave arrangements and carry-over arrangements from the Local Government sector
- Employee Assistance Program for staff and their immediate family members
- Annual free flu vaccination
- Ability to salary sacrifice superannuation and novated car leases

All applications must be submitted via the *Apply Link* on the website or directly to [applicants@wml.vic.gov.au](mailto:applicants@wml.vic.gov.au). Applications should include a cover letter, resume and a response to the key selection criteria.

**Applications close: 11.00pm, Wednesday 5 November 2025**

Enquiries: Katie Norton 9872 8612

### Children's and Youth Services Librarian

This position is based at Bulleen Library

#### Indicative Roster:

	MON	TUE	WED	THUR	FRI	SAT	SUN
WEEK 1		10-6.15	10-6.15		10-6.15		
WEEK 2		10-6.15	10-6.15		10-6.15		
WEEK 3		10-6.15	10-6.15		10-6.15	8.45-5.15	
WEEK 4		10-6.15	10-6.15		10-6.15		

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	TOTAL
ROSTERED Hrs	21.75	21.75	29.25	21.75	94.5



## POSITION DESCRIPTION

<b>Position Title</b>	Children's & Youth Services Librarian
<b>Position Number</b>	BR2
<b>Department</b>	Branch Services
<b>Classification</b>	Band 5
<b>Date Approved</b>	February 2025
<b>Probationary Period</b>	6 months
<b>Mandatory Checks</b>	Working with Children Check and National Police Check

<b>Reports to</b>	Branch Manager / Team Leader, Coordinator Youth Services
<b>Supervises</b>	Other branch staff, students and volunteers
<b>Internal Liaisons</b>	Members of the Youth Services Team; members of the branch team and counterparts at other branches; Technical Services staff; and other staff at all levels as required.
<b>External Liaisons</b>	Member councils, other libraries and municipalities, educational institutions, services providers, professional associations, suppliers, community groups and local organisations, and library users

### OUR ORGANISATION

Whitehorse Manningham Regional Library Corporation delivers high quality library services to the communities of Whitehorse and Manningham. The Corporation operates branch libraries at Blackburn, Box Hill, Bulleen, Doncaster, Nunawading, The Pines, Vermont South and Warrandyte. Online services are provided through [www.wml.vic.gov.au](http://www.wml.vic.gov.au).

### POSITION OBJECTIVES

- Participate as a team member to support the effective delivery of branch and children's and youth services to young people 0 - 18 years, their parents and carer givers.
- Provide services to library users to most effectively utilise library resources and information services available within the library or from external agencies.
- Supervise and manage branch operations when required.
- Contribute to the achievement of Corporate goals and branch goals.

### KEY RESPONSIBILITY AREAS

#### Branch Services

- Participate as a team member in all facets of branch procedural and operational matters and as required, supervise and manage branch staff and procedures to ensure that efficient, consistent and approved branch practices are maintained.

- Provide professional and customer-oriented library and information services.
- Provide user and staff education as required in the use of library resources and information services, including online resources.

### **Children's & Youth Services**

- Contribute to the development of regional and branch children's and youth services policies and plans.
- Under the direction of the Coordinator Children's and Youth Services and in conjunction with Manager Collections and Information Services, participate in collection development and management of children and youth resources with special attention to the needs of the community served by the branch.
- Promotion of children's and youth services and delivery of programs, including input into the development of quality publications designed to promote these services.
- Deliver library programs in a format that is applicable to the targeted user group, this may include online delivery.
- Monitor and report on branch library children and youth resource collections and services.
- Engage with community partners and collaborate with Member Councils to deliver services to the community.
- Maintain awareness of developments in the provision of children's and youth library services, programmes and resources.

### **Occupational Health and Safety**

- Provide a safe working environment in accordance with the Occupational Health and Safety legislation.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position is accountable to the Branch Manager/Team Leader for:

- Effective and efficient supervision and management of staff and procedures as required.
- Effective contribution as a team member.
- Provision of efficient and effective branch information services and utilisation of library resources at the branch level.
- Provision of staff and user education.
- Effective collection development and maintenance.

The position is accountable to the Coordinator Children's and Youth Services for the:

- Provision of appropriate training for staff and library users.
- Provision of effective and efficient youth services at the branch level.
- Provision of relevant and accessible branch youth collections, and monitoring and reporting on their use.
- Provision of customer focused quality youth programs.

The incumbent's authority and freedom to act is subject to clear guidelines and objectives. The incumbent fully briefs the Branch Manager/Team Leader/Coordinator Children's and Youth Services on all issues of operational importance and issues which may impact on customer service, cost, or time schedules.

## JUDGEMENT AND DECISION MAKING

Decisions made impact on the nature and quality of services provided, and on local community perceptions of these services.

The objectives of the work are usually well defined but the particular approach to be used may be selected from a range of available alternatives.

The work may involve solving problems, using established procedures and guidelines and prior professional or technical knowledge. Independent judgement may be required but guidance and advice would usually be available within the time required to make a choice.

## KEY COMPETENCIES

### Specialist skills and knowledge

- Ability to understand concepts and principles of current public library services, in particular, children's and youth services and to apply or modify these to satisfy the local requirement.
- Knowledge and understanding of the local community served.
- Ability to contribute to the development, delivery and promotion of quality cost-effective children's and youth programs.
- Collection management skills, in particular with youth resources.
- Awareness of contemporary developments in children's and youth library services, programs and literature including technological changes and their particular application to the delivery of library services.
- Competency in the use of computers, personal electronic devices and a variety of software tools in the provision of library services.
- Information and reference skills and knowledge of information sources, including electronic resources.
- Capacity to analyse enquiries and to utilise relevant resources for customer satisfaction.
- Ability to undertake staff and user education.
- Ability to effectively undertake circulation and other routine duties.

### Management/organisational skills

- Ability to prioritise and achieve objectives.
- Leadership, motivational and supervisory abilities.
- Strong commitment to quality and customer service.
- Knowledge of and commitment to the principles of Equal Employment Opportunity and Occupational Health and Safety.

### Interpersonal skills

- Sound, friendly, helpful and efficient oral and written communication skills.
- Ability to gain the co-operation of others.
- Support for the achievement of team objectives before individual goals.
- Public relations and public speaking skills.

## QUALIFICATIONS AND EXPERIENCE

- Tertiary librarianship qualification which confers eligibility for professional membership of the Australian Library and Information Association as a qualified librarian; or a relevant tertiary degree qualification and a commitment to gain ALIA recognised qualifications
- Some experience in delivery of children's and youth and/or branch public library services.
- Valid Victorian driver's licence preferred.

## HOURS OF DUTY AND LOCATION

- Engaged on the basis of a 36 hours week and pay scale.
- All positions may be required to work at any service point within the Region.
- The incumbent will be required to undertake shift work, including evening and weekend work.

## REMUNERATION

In the range Band 5A – 5D

## INHERENT REQUIREMENTS OF THE POSITION

The position includes a significant component of public floor desk duties. Substantial manual handling is an inherent physical requirement of working in this role.

Task	Performed Often (5+ times in one shift or sustained for 30 minutes)	Performed Sometimes (Less than 5 times in one shift)	Never / Rarely Performed
<b>Passive</b>			
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Telephone duties (incoming and outgoing calls)	✓		
Sitting (extended periods)	✓		
Walking / Standing (brief periods)	✓		
Walking / Standing (extended periods)	✓		
Climbing stairs		✓	
Driving a car		✓	
<b>Manual Handling</b>			
Lifting / carrying < 20kg		✓	
Lifting / carrying > 20kg			✓
Pushing / Pulling trolleys	✓		
Bending, squatting or reaching	✓		
Repetitive arm / wrist movements	✓		
Bending or twisting spine	✓		
Looking up/down	✓		
Reaching forwards or sideways	✓		
Gripping or grabbing	✓		
<b>Sensory</b>			
Fine Hand Coordination		✓	
Hearing – hold direct conversation	✓		
Hearing – telephone	✓		
Visual – read materials and signage	✓		
<b>Emotional</b>			
Exposure to challenging conversations and behaviours		✓	
Dealing with grief and loss		✓	
Communicating with elderly patrons	✓		
Communicating with Non-English speaking patrons	✓		
Providing empathy and support	✓		

Note: This table is not an exhaustive of all the job factors, however forms a basic capability guide to the activities required to undertake the role.



## SELECTION CRITERIA

- Ability to promote and deliver quality customer focused children's and youth services to the community, both in-house and in an outreach capacity.
- Ability to deliver quality customer focused information services.
- Ability to contribute to the development and management of collections.
- Ability to deliver children's and youth programs in a range of different formats; eg in person or online
- Ability to undertake user education including internet/electronic resources education.
- Ability to undertake branch supervisory responsibilities as required.
- Ability to contribute as a team member.
- Sound oral and written communication skills.
- Relevant qualifications and experience.
- Commitment to Equal Employment Opportunity and Occupational Health and Safety principles.

Appointment to this position is dependent on obtaining and maintaining a Working with Children's Check and a Police Check.

## GENERAL EMPLOYMENT CONDITIONS

### 1. General Conditions

- WMRLC employees are required to observe all Corporation policies, codes of conduct and follow work instructions and relevant regulations.
- Employees are expected to manage Corporation records in accordance with the relevant policies and procedures.
- Working conditions are governed by the WMRLC Enterprise Agreement.

### 2. OH&S and Risk Management

All staff are expected to:

- Follow established safe operating practices, procedures and instructions;
- Take reasonable care for their own OHS and that of their colleagues;
- Seek assistance when unsure of practices and procedures to perform a task;
- Report all hazards, incidents, injuries, near misses and potential risks as soon as practicable to their supervisor;
- Actively participate and contribute to preventative OHS strategies, audits, team meetings and training.

Staff in a supervisory role must ensure that safe work practices are observed and issue instructions in relation to or cease unsafe work practices in the workplace.

### 3. Equal Opportunity, Human Rights and Bullying

The Corporation is committed to the principles of Equal Opportunity and Human Rights and believes that all employees should be able to work in an environment free of discrimination and harassment. Staff are encouraged to support each other in creating and maintaining an environment that is free of harassment.

All employees of the Corporation have a responsibility to treat each other fairly and with respect and act in accordance with the Occupational Health and Safety, Equal Opportunity and Bullying in the Workplace policies. As an employer, the Corporation will not defend or support discriminatory actions of staff that are unlawful.

**4. Code of Conduct**

All staff are required to observe the standards of conduct and behaviour outlined in the Code of Conduct. A breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

**5. Privacy**

The Corporation is committed to complying with the Victorian Privacy and Data Protection Act 2014. The Corporation recognises the importance of the privacy of personal information collected by the Library Service and is committed to ensuring that personal information is appropriately stored and managed. All employees are required to follow the Corporations Information Privacy Policy at all times.

**6. Child Safety Commitment**

The Corporation is committed to the safety and well-being of all children and young people participating in our programs and visiting our libraries. All employees are expected to adhere to the Corporation's Child Safe Policy, acknowledging their right to be treated with respect and protected from harm.

**ACKNOWLEDGEMENT**

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I, \_\_\_\_\_ have read and understood the position description and agree to perform in the position of Children's and Youth Services Librarian as per the requirements of the position description.

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Branch Manager / Team Leader)

\_\_\_\_\_  
Date

## Our vision

### Our hope

A vibrant and inclusive library service that enriches our community.

## Our goals and priorities

### Our strategic focus

#### GOAL

**1 Value for community**  
We've expanded outreach, built stronger partnerships, and shaped services around life stages – reaching people where they live, learn, work and gather, and delivering value through connection, opportunity and belonging.

**2 Inspiring places**  
Our libraries aren't just buildings. They're safe, trusted public spaces where people come to learn, connect, get support, and find inspiration. They can adapt and change to deliver value to our community.

**3 Services shaped by community**  
Our services and collections are shaped by what our community needs and values. They support learning, literacy and wellbeing, with a focus on reaching those facing barriers and responding to what matters most.

**4 Digital confidence and inclusion**  
We empower people to participate fully and safely in the digital world – ensuring no one is left behind, regardless of age, language, or ability.

**5 Climate resilience**  
Our libraries contribute to a sustainable future through environmentally responsible practices, community resilience programs, and safe spaces in times of need.

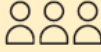
## Our purpose

### Our why

To provide welcoming and safe spaces, inclusive services, diverse collections and trusted information that help people imagine, learn, connect and thrive.

## Our strategic enablers


### Our cross-cutting foundations


**People**   
Support a skilled, connected and adaptable workforce with the energy to lead services, respond to change, and build strong community relationships.


**Partnership**   
Work with Councils, local organisations and service providers to extend reach, reduce duplication, and strengthen community outcomes through shared goals.


## Our values


### Guiding our work


**Respect**   
Treating everyone with respect, dignity and courtesy.

**Collaboration**   
Working together to achieve better outcomes.

**Integrity**   
Being open, honest and accountable.

**Curiosity**   
Being open to learning and exploring ways to improve.

**Agility**   
Being flexible and adaptable to change.

**Financial Sustainability**   
Use resources wisely to maintain service quality and reach. Focus on efficient delivery, sound funding decisions, and exploring new income streams.

**Innovation**   
Adapt how services are delivered by embracing new ideas, technology, and flexible ways of working to stay relevant and responsive to community needs.