

CANDIDATE INFORMATION PACK

Position Title: Librarian

Positions Available:

- **2 x Ongoing Part-Time Roles**
 - **Position 1:** 68 hours per four-week period (The Pines Library)
 - **Position 2:** 48 hours per four-week period (Nunawading and Blackburn Libraries)
- **Casual Librarians**
 - **Position 3:** No guaranteed hours

Closing Date: 11pm, Wednesday 17 September 2024

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.

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.

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.

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**
-

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.

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

Librarian

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

2 x Ongoing Part Time

Position 1: 68 hours per four-week period (The Pines Library)

Position 2: 48 hours per four-week period (Nunawading and Blackburn Libraries)

Casual

\$44.2042 per hour plus 25% loading

Position 3: No guaranteed hours

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 an excellent customer service environment.

The successful applicant will:

- Engage with a diverse community and stakeholders
- Be committed to the delivery of information services
- Have the ability to deliver quality customer focused information and reader guidance services
- Have the ability to assist in the management and delivery of library events, programs and digital literacy training
- Have strong interpersonal and communication skills
- Be committed to strengthening community partnerships and connections
- Provide services via inhouse, outreach and online platforms, dependent upon customer needs
- Enjoy working as part of a team
- Have recognised tertiary qualifications conferring eligibility for professional membership of the Australian Library and Information Association. 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.

Applicants must have the ability to be able to work at any of the Whitehorse Manningham Library Branches and have the flexibility to work a variety of days and shifts, including week days and weekends. Details of the shift requirements for each 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

All applications must be submitted via the *Apply Link* on the website or directly to applicants@wml.vic.gov.au.

Applications close: 11pm Wednesday 17 September 2025

Enquiries: Jonathan Gosden 9896 4333

Please note only short-listed applicants will be contacted.

Position 1: Ongoing Part Time Librarian – 68 hours per four-week period

This position is based at The Pines Library

Indicative Roster:

| | MON | TUE | WED | THUR | FRI | SAT | SUN |
|--------|-----|-----------------|-----------|---------------|-----|------------------------|-----|
| WEEK 1 | | 5.30pm - 8.15pm | 9am – 1pm | 10am – 5.30pm | | 8.45-5.15 The Pines | |
| WEEK 2 | | 5.30pm- 8.15pm | 9am – 1pm | 10am – 5.30pm | | | |
| WEEK 3 | | 5.30pm- 8.15pm | 9am – 1pm | 10am – 5.30pm | | 8.45-5.15 The Pines | |
| WEEK 4 | | 5.30pm- 8.15pm | 9am – 1pm | 10am – 5.30pm | | | |

| | WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 | TOTAL |
|--------------|--------|--------|--------|--------|-------|
| ROSTERED Hrs | 20.75 | 13.25 | 20.75 | 13.25 | 68 |

*Note roster may be subject to change for operational requirements.

Position 2: Ongoing Part Time Librarian – 48 hours per four-week period

This position has regular shifts at: **Nunawading** Library and **Blackburn** Library

Indicative Roster:

| | MON | TUE | WED | THUR | FRI | SAT | SUN |
|--------|-----|--------------------------|----------------------------|-------------------------------|-----|------------------------------|-----|
| WEEK 1 | | 10am – 1pm Nunawading | 1pm – 5.30pm Nunawading | 5.30pm – 8.15pm Nunawading | | | |
| WEEK 2 | | 10am – 1pm Nunawading | 1pm – 5.30pm Nunawading | 5.30pm – 8.15pm Nunawading | | 9.05am – 5.05pm Blackburn | |
| WEEK 3 | | 10am – 1pm Nunawading | 1pm – 5.30pm Nunawading | 5.30pm – 8.15pm Nunawading | | | |
| WEEK 4 | | 10am – 1pm Nunawading | 1pm – 5.30pm Nunawading | 5.30pm – 8.15pm Nunawading | | | |

| | WEEK 1 | WEEK 2 | WEEK 3 | WEEK 4 | TOTAL |
|--------------|--------|--------|--------|--------|-------|
| ROSTERED Hrs | 10.25 | 17.25 | 10.25 | 10.25 | 48 |

*Note roster may be subject to change for operational requirements.

Position 3: Casual Librarian

There are no minimum guaranteed rostered hours for casual employees. Casual employees are deployed according to operational needs and are used to cover gaps created by unscheduled leave, training and service gaps. There is often minimal notice provided.

Casuals must have reasonable availability and be able to work across any of the Whitehorse Manningham Libraries. Shifts will be a two hour minimum and may be within the operational hours of 8.30am – 8.15pm (Monday – Friday), 8.50am – 5.15pm (Saturday) and 12.45pm – 5.15pm (Sunday).



POSITION DESCRIPTION

| | |
|----------------------------|-----------------|
| Position Title | Librarian |
| Position Number | BR18 |
| Department | Branch Services |
| Classification | Band 5 |
| Date Approved | October 2023 |
| Probationary Period | 6 months |

| | |
|-------------------------|--|
| Reports to | Branch Manager / Team Leader |
| Supervises | Other branch library staff |
| Internal Liaison | Manager Collections and Information Services, Outreach and New Technologies Managers, other professional staff, members of the branch team and other staff as required. |
| External Liaison | Member Councils, other libraries and municipalities, educational institutions, service providers, professional associations, 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.

POSITION OBJECTIVES

Strategic:

- Contribute to the development and achievement of Corporate and Team goals.

Operational:

- Provide high quality library services to the Whitehorse Manningham communities, with a particular focus on effective information and reader guidance services.
- Participate as a team member in all facets of branch procedural and operational matters; including, when required, the supervision of staff.

KEY SELECTION CRITERIA

- Relevant qualifications and experience.
- Demonstrated ability to deliver quality and customer focused information and reader guidance services.
- Ability to contribute to effective collection development and maintenance.
- Ability to contribute as a team member and to undertake branch responsibilities as required, including the supervision of staff and volunteers.
- Understanding of current library trends in the provision of information and reader guidance services.
- Ability to provide services via inhouse, outreach or online platforms
- Strong commitment to quality and customer service.
- Demonstrated sound oral, written and influencing skills.
- Understanding of and commitment to Equal Employment Opportunity, Human Rights and Occupational Health and Safety principles.

This position is subject to a satisfactory Police Check and Working with Children Check prior to commencement and at on-going intervals during employment with Whitehorse Manningham Regional Library Corporation. Failure to comply may result in an offer of employment being withdrawn.

KEY RESPONSIBILITY AREAS

Branch Services

- Contribute to the development of the Branch service plan.
- Participate as a team member in all facets of branch procedural and operational matters and as required, supervise branch staff and procedures to ensure that efficient, consistent and approved branch practices are maintained.
- Participate in the provision of professional information and reader guidance services, customer service and public floor duties.
- Under the direction of the Branch Manager/Team Leader participate in branch collection development and maintenance.
- Actively participate in development and delivery of programs that support the achievement of organisational goals.
- Provide services via inhouse, outreach and online platforms, dependent upon customer needs

Information and Reader Guidance Services

- Under the direction of the relevant Manager, participate in the development and delivery of relevant Region wide plans and strategies.
- Provide formal and informal user education.
- Participate in the recruitment, training and supervision of volunteers who assist in the delivery of library programs.
- Deliver and support digital literacy programs

Community Engagement

- Actively maintain awareness of developments and trends in the provision of library and information services, programs and resources.

- Develop effective working relationships with local community organisations, agencies and service providers.
- Deliver and support inhouse, outreach and online programs

Occupational Health and Safety

- Provide a safe working environment in accordance with Occupational Health and Safety legislation and WMRLC policies and procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the Branch Manager for:

- Effective and efficient supervision of staff and procedures as required.
- Effective contribution as a Branch team member.
- The provision of quality customer services.
- Provision of effective and efficient information and reader guidance services at the branch level.
- Provision of effective and efficient programs and outreach services at the branch level.
- Effective contribution to collection development and maintenance at the branch level.

The position is accountable to the Manager Collections and Information Services for:

- Provision of efficient and effective information services and reader services to the community.
- Participation in the selection of collection resources.
- Provision of user education.

The incumbent's authority and freedom to act is subject to clear guidelines. The incumbent fully briefs relevant managers 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 those 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

- Knowledge and understanding of the local community.
- Awareness of the trends in library and information services and the ability to apply or modify these to satisfy local community requirements.
- Ability to analyse enquiries and to utilise relevant resources to effectively respond to customer library service needs.
- Broad awareness of current affairs, publishing trends, and technological changes and their particular application to the delivery of public library services.
- Ability to provide user education.
- Ability to contribute to collection development and maintenance.

Management skills

- Ability to prioritise and achieve work objectives within specified time frames.
- Supervisory abilities.
- Support for the achievement of team objectives before individual goals.
- 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.
- Ability to develop and maintain good working relationships with local community organisations, agencies and service providers.
- Public relations and public speaking skills.
- Strong commitment to the provision of quality customer focused services.
-

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Librarianship recognised by A.L.I.A.
- Some experience in provision of information and reader guidance services.
- Valid Victorian driver's licence preferred.

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 |
|--|--|---|--------------------------|
| Passive | | | |
| 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 | | ✓ | |
| Manual Handling | | | |
| 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 | ✓ | | |
| Sensory | | | |
| Fine Hand Coordination | | ✓ | |
| Hearing – hold direct conversation | ✓ | | |
| Hearing – telephone | ✓ | | |
| Visual – read materials and signage | ✓ | | |
| Emotional | | | |
| 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 | ✓ | | |
| Emotional resilience | ✓ | | |

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.

HOURS OF DUTY

Engaged on the basis of a 36 hours week pay scale.

The incumbent will be required to undertake shift work, including evening and weekend work.

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.
- All positions may be required to work at any service point within the Region.
- 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 safety 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

I _____ have read and understood the position description and agree to perform in the position of Librarian as per the requirements of the position description.

(Employee signature)

Date

(Branch Manager / Team Leader)

Date