

**ABORIGINAL LEGAL SERVICE OF WESTERN AUSTRALIA (INC.)  
DUTY STATEMENT AND SELECTION CRITERIA**

<b>SECTION 1 - POSITION IDENTIFICATION</b>		<b>EFFECTIVE DATE OF DOCUMENT</b>	
<b>DIVISION:</b> HEAD OFFICE		<b>CLASSIFICATION</b> Grade 5-7 (0.5 FTE)	<b>POSITION NO.:</b> AD-306
<b>DEPARTMENT:</b> ADMINISTRATION		<b>TITLE:</b> <b>LIBRARIAN</b>	
<b>LOCATION:</b> PERTH		<b>SALARIES 2019</b>	

**SECTION 2 - POSITION RELATIONSHIPS**

**RESPONSIBLE  
TO**

**TITLE:**  
EXECUTIVE OFFICER  
**CLASSIFICATION:** Grade 9 – 10  
(1.0 FTE)

**Other positions reporting directly  
to this position**

***Title Classification***  
Various

**THIS POSITION**

**TITLE:**  
**LIBRARIAN**  
**CLASSIFICATION:** Grade 5-7 (0.5 FTE)

<b>Positions under direct supervision:</b>		<b>Other positions under control</b>	
<b><i>Title:</i></b>	<b><i>Classification</i></b>	<b><i>Category</i></b>	<b><i>Number FTE</i></b>
Nil			

**SECTION 3 - KEY RESPONSIBILITIES**

Manage the operations of the Library, including monitoring budgets and allocating, organizing and disseminating legal resources.

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT
TITLE: LIBRARIAN	CLASSIFICATION Grade 5-7 (0.5 FTE)	POSITION NO.: AD-306
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	%
1.0	<b>PROFESSIONAL</b>	90
1.1	Provide specialist reference and information consultancy service to Legal Service Staff, including responsibility for electronic information identification and retrieval.	
1.2	Provide general reference and information services to all library users.	
1.3	Prepare and provide effective education and training programs in areas of subject responsibility including instruction in information retrieval techniques and information management for a range of staff	
1.4	Promote library services and collections through publications.	
1.5	Under broad direction, develop, organise and evaluate the Library's collection in areas of subject responsibility by assessing and selecting library resources for acquisition by purchase or donation	
1.6	Monitor expenditure of allocated financial resources; recommending on storage and disposal of materials.	10
2.0	<b>OTHER</b>	
2.1	Participates in a continuous process to monitor, evaluate and develop performance while supporting the team preferred views both for self and all other staff.	
2.2	Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability legislation.	
2.3	Perform duties in accordance with ALSWA Policy and Procedures.	
2.4	Carry out other duties as directed.	
FREQUENCY: D – Daily: W - Weekly: F - Fortnightly: R - Regularly: O - Occasionally: A - Annually		

SECTION 5 - SELECTION CRITERIA		EFFECTIVE DATE OF DOCUMENT
TITLE: LIBRARIAN	CLASSIFICATION Grade 5-7 (0.5 FTE)	POSITION NO.: AD-306

## ESSENTIAL

1. Postgraduate library qualification, eligibility for professional membership of ALA.
2. Demonstrated organisational and time management skills.
3. Demonstrated highly developed interpersonal skills, verbal and written, including the taking of written instructions from clients.
4. Daily attendance, punctuality and ability to work as a team member.
5. Has a sound knowledge of the Aboriginal community and issues affecting them in the location of employment.

## DESIRABLE

1. Demonstrates an understanding of State and Commonwealth legislation relating to Aboriginal affairs.
2. Demonstrated knowledge of and commitment to Occupational Safety and Health, Equal Opportunity and Disability legislation and how these impact on employment, people management and service delivery.

**SECTION 6 - APPOINTMENT FACTORS****LOCATION:**  
PERTH**ACCOMMODATION**  
N/A**PREQUIREMENTS SPECIFIC TO THIS POSITION**

- Possession of a current motor vehicle driver's licence.
- Produce a National Police Certificate. Having a criminal record does not necessarily disqualify you from appointment to this position.
- Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview.
- Outcome and service focused.
- Committed to the principles of social justice.
- Able to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

**SPECIAL CONDITIONS/ALLOWANCES:**

N/A

**SECTION 7 - CERTIFICATION**

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**SIGNATURE:** \_\_\_\_\_  
EO / DELEGATED AUTHORITY**SIGNATURE:** \_\_\_\_\_  
CEO / DELEGATED AUTHORITY**DATE:** \_\_\_\_\_**DATE:** \_\_\_\_\_

- (ii) As occupant of the position I have noted the statement of duties, responsibilities that are requirements as detailed in this document.

\_\_\_\_\_  
**Signed & Acknowledged**\_\_\_\_\_  
**Dated**

CREATED/AMENDED	AUTHORISED HR MANAGER	APPROVED	DATE REGISTERED