



DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE:	LIBRARY OFFICER
REPORTING TO:	Operations Coordinator – Children Services
COMMUNITY:	Ti Tree
LEVEL:	2

OBJECTIVES OF THE POSITION:

Operating under the direction of the Children's Services Manager, and in accordance with Regional Council corporate plans and policies and relevant legislation this position is responsible for the borrowing and return of library resources, answering reference queries from people using the library, inter-library loans, providing activities for children and adults e.g. storytelling, art and craft, assisting library users in the use of public access computers, including word processing, Internet and online resources, Supervising library users to ensure that they behave in an appropriate and acceptable manner.

DUTIES AND RESPONSIBILITIES:

- Ensure that the collection of library resources is effectively managed, coordinated, recorded and maintained.
- Promotion of the library by developing pamphlets and posters for the shop, Council Office and any other community location.
- Build and foster relationships with internal and external stakeholders such as RIBS and local schools to promote and use the library as community information hub.
- Develop and Maintain *Our Story* database.
- Develop local material collection using photos and information from the *Our Story* database.
- Participate in training as required and provided by NT libraries and Council
- Ensure that all community members and visitors are able to freely use a clean and tidy library.
- Maintain daily_records and monthly statistics of library users and prepare monthly reports to the Children's Services Manager and NT Library Service.
- Effectively contribute as a member of a team in the management of the community and promote a safe and harmonious work environment.

SELECTION CRITERIA

Essential

- An awareness of issues affecting Aboriginal people in remote locations.
- Proven ability to carry out all tasks associated with the collection and return of library resources.
- Demonstrated cross-cultural communication skills with an ability to produce computer generated reports.
- Demonstrated ability to plan, prepare and conduct library programs.
- Experience in digitising media.
- Proven ability to work as part of a small team.

Desirable

- Previous experience in a similar role or willingness to undergo training.

Position Attributes

POSITION ATTRIBUTES

Level 2

Level 2 covers operational employees undertaking duties and responsibilities in excess of Level 1 with relevant local government industry or equivalent experience.

Authority and accountability: Completion of basic tasks involving the utilisation of a range of basic skills under established practices and procedures. Work is monitored under supervision either individually or in a team environment.

Judgment and problem solving: Judgment is limited to the tasks to be performed and may involve the use of a limited range of tools, techniques and methods within a specified range of work. An employee may resolve minor problems that relate to immediate work tasks.

Specialist knowledge and skills: Obtained through on-the-job training and workplace induction training. May include off-the-job training through accredited short courses.

Management skills: Not required at this level.

Interpersonal skills: Limited to basic communications with other staff and possibly with the public.

Qualifications and experience: Completion of Year 10 and/or an appropriate labour market program or similar work/skills.

Note to Candidates

The Library Officer will be expected to:

- Interact with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Occasionally drive a 4WD vehicle.
- Have a reasonable level of fitness.
- Hold a current first aid certificate or have the ability to obtain this qualification.

- Meet all the requirements of the Regional Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Closing date for application is **Friday 25th August 2017.**

VISION – TWO WAYS, ONE OUTCOME

**(Indigenous and non-indigenous people
working together for the best outcomes)**

INFORMATION FOR APPLICANTS FOR THE POSITION OF

LIBRARY OFFICER

GOVERNANCE REFORM IN THE NORTHERN TERRITORY

Central Desert Regional Council is a council that covers the following: Anmatjere Community, Arltarlpilta Community, Lajamanu Community, Nyirripi Community, Yuelamu Community, Yuendumu Community, Willowra Community and a large area of currently unincorporated land.

The new Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

SALARY

The salary is Level 2 with a range depending on qualifications and experience of \$49,934.04 - \$53,946.45 per annum.

Salary increase stipulated in the CDRC Enterprise Agreement will apply after 30 June 2017. Salary step increases within the salary level will be subject to good performance.

SUPERANNUATION

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Superannuation Scheme.

SALARY SACRIFICING

Council has entered into a contractual relationship with Remserv to administer the salary packing process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on remserv@remserv.com.au or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

NOTE: Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council can not legally offer such benefits.

ANNUAL LEAVE

The Library Officer is entitled to a pro rata 6 weeks with a leave loading of 17.5% of salary when taking leave.

Annual leave shall be taken at such a time which is mutually convenient to the Council and the employee. An employee may only accrue annual leave up to a maximum of 40 days. If an employee accrues more than this number of days they will be directed to take leave of a period of not less than 10 continuous working days within four weeks of accumulating excess leave.

Council may, under exceptional circumstances only, approve a written request from an employee to cash-in their accrued annual leave so long as the employee will be left with at least four weeks of accrued annual leave after the leave is cashed-in. The employee will be paid at least the full amount that they would have received if they had taken leave instead.

Termination payments will include leave loading for any accrued annual leave.

LONG SERVICE LEAVE

This clause is read with and is subject to the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*.

An employee who has completed ten (10) years of continuous service will be entitled to thirteen (13) weeks of paid long service leave. However, an employee after seven (7) years of continuous service may take pro rata long service leave.

The balance of long service leave accrued after the completion of each ten (10) years of service (that is, taking into account any pro rata long service leave previously taken) must be taken as soon as practicable after the completion of that period and in any event totally expended within twelve (12) months of the completion of that period unless otherwise approved by the CEO.

Long service leave may only be taken in one (1) block or in not less than four (4) week blocks as agreed to by Council.

An employee must give at least four (4) weeks' notice of intention to take long service leave or part thereof.

Employees may be permitted to take LSL at double the time for half pay.

An employee, having less than ten (10) years but more than seven (7) years of continuous service, who ceases employment for any other reason than serious misconduct will be paid for 1.3 weeks leave for each year of completed service unless previously taken under G5.2.

In accordance with section 109 of the *Local Government Act 2008 (NT)*, an employee who enters into the service of Council from another council, a local government

subsidiary within the Northern Territory or the Local Government Association Northern Territory is entitled to long service leave that has accrued with the employee's previous employer to accompany and be available to the employee following that entry.

PERSONAL/CARERS' LEAVE

A permanent part time employee accumulates Personal/Carers' Leave at the pro rata rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
 - A personal illness, or personal injury, affecting the member, or
 - An unexpected emergency affecting the member.
- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks
- The term immediate family includes:
 - spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee
 - child (including foster child), parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee
- An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

STUDY LEAVE

Employees may apply for reasonable study leave to undertake courses of study that are additional to the training and development opportunities directed by Council.

Approval by the Chief Executive Officer is subject to the course(s) complementing Council's goals and strategies and being relevant to the work of the Employee.

*Refer to the CDRC Enterprise Agreement for the rest of the clauses.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural/Religious leave will be cumulative one day per completed month of service to a maximum of 10 days per annum.

Cultural leave does not accumulate from year to year.

Employees may request approval for additional unpaid leave for the purpose of cultural leave or sorry business.

HOURS OF WORK

22.8 hour week

The ordinary hours of work will be 76 hours over fourteen consecutive days.

A standard day is 7.6 hours unless otherwise authorised by Council. A standard day may be up to 10 hours, or 12 hours with employee agreement.

The ordinary hours of work may be worked on any or all days Monday to Friday with no limitation on start or finishing times.³

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

PUBLIC HOLIDAYS

CDRC Enterprise Agreement leave conditions will apply. Refer to the Enterprise Agreement.

PROBATION

The employee's employment will be subject to an initial probationary period of six months.