

Position Description Trainee – Library Services

Directorate	Corporate and Community Services
Location	Bland Shire Council Shire Street, West Wyalong
Classification/Grade/Band	Trainee Rates as per LG Award
Position Code	3473 – This traineeship position is a temporary position of up to 2 years.
Date Position approved	16 October 2008

Primary purpose of the position

To assist in the effective and efficient provision of library services to residents of the Shire.

Key accountabilities

Within the area of responsibility, this role is required to:

- The traineeship will involve theory and practical workplace assessments.
- Liaise with supervisor and other Library staff in the performance of tasks and activities.
- Assist library users with basic information and reference queries.
- Assist Library staff with Inter-Library Loans.
- Assist in the use of information technology.
- Shelve books and maintain the physical appearance of the library.
- Assist with processing new library stock and updating media files.
- Assist with children's activities and displays.
- Assist with promotional and marketing activities.
- Count and balance library monies as required.
- Assist with visitor information queries.
- Handle cash transactions, count and balance library monies.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.

- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required.
- Comply with Corporate record keeping requirements.

Key internal relationships

Who	Why
Team members	Collaborate on maintenance and development of services Negotiate task priorities Ensure safety and quality standards are met
Coordinator Library Services	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times

Selection requirements

Criteria:
Essential Criteria:
Record of School Achievement (RoSA) or Higher School Certificate (HSC). Willingness to be enrolled in, and successfully complete Certificate IV in Library and Information Services.
Highly Desirable Criteria:
Possession of a current Provisional 2 Driver Licence.
WHS and EEO
Sound understanding of EEO and WHS principles and practice.

Key Physical Requirements (<i>Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%</i>)	
Continuous standing	Frequent reaching at waist level or below
Frequent walking	Rarely crawling
Occasional sitting	Occasional trunk rotation
Rarely climbing	Frequent repetitive forearm, hand and finger movement
Occasional bending/stooping	Frequent manual dexterity and handling
Occasional squatting/crouching	
Rarely kneeling	
Occasional reaching overhead	





Working With Children's Check

If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Core Capabilities

- **Demonstrate Accountability:** Take responsibility for own actions, commit to safety, and act in line with legislation and policy.
- **Work Collaboratively:** Be respectful, inclusive and reliable team member, collaborate with others and value diversity.
- **Deliver Results:** Achieve results through efficient use of resources and a commitment to quality outcomes.
- **Technology and Information:** Use technology and information to maximise efficiency and effectiveness.