

POSITION:	Library Assistant (contract position)
CLASSIFICATION:	Band 3 (Age 15-17, Classified as Junior employee)
REVIEW DATE:	September 2020

Casey Cardinia Libraries

Casey Cardinia Libraries (CCL) is one of Victoria's largest public library services. We are funded principally by City of Casey, Cardinia Shire and the State Government. We support a rapidly growing and diverse community of more than 440,000 people.

Our libraries are located at Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, Narre Warren and Pakenham. The Cardinia Mobile Library provides a weekly service to Beaconsfield, Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Nar Nar Goon, Tynong and Upper Beaconsfield.

Our Vision

Inspiring spaces where everyone is free to discover possibilities.

Our Values and Guiding Behaviours

Creativity

- Thinking of new ways to do things is crucial to our success
- We challenge the status quo, if we believe a better way is possible
- We cultivate creativity in others

Teamwork

- When we all contribute, we excel
- We look out for each other
- We play to each other's strengths
- We work with our community

Social Intelligence

- We are mindful of people's feelings
- We know what to do to put others at ease
- We are kind, compassionate and look for the best in each other

Fairness

- We treat people fairly and recognise them as individuals
- We do not let our personal feelings bias our decisions about others
- We actively support social inclusion and connection
- We are accountable for our behaviour

Love of Learning

- We love learning about new things.
- We believe there is always an opportunity to learn
- We learn from each other

Humour

- Our humour enables us to express how we feel.
- We like to laugh, bringing smiles to other people
- We use humour to build connections and create a positive experience for everyone

Our Approach

- We put people first
- Pay it forward
- Follow up and reciprocate good deeds
- Help each other grow
- Share our stories and learn from each other
- Share ideas freely
- Quick little steps
- Give new things a go
- Momentum not perfection
- Encourage each other to take calculated risks
- Build confidence and resilience by working to our strengths
- Encourage authentic and courageous conversations
- Embrace the opportunity to learn when, things don't go as planned
- Acknowledge our partners
- Celebrate success

Position Objectives

Our Library Assistants are accountable for accurately and efficiently shelving returned library material in accordance with specified classification schemes and Casey Cardinia Libraries practices. Library Assistants work with branch teams to assist with general library tasks including collection maintenance work, daily branch run and the opportunity to provide supervised customer experience.

Key Responsibilities and Duties

1. Collection Maintenance and Shelving

- Arrange fiction and non-fiction materials in perfect order on trolleys
- Re-shelve materials in perfect order on shelves, moving stock in order to accommodate the material
- Perfect order material on shelves
- Assist with completing collection maintenance lists including but not limited to Holds & Clean Holds
- Assist with unpacking of the branch run
- Assist with processing returned library items
- Identify damaged stock and set aside for attention of Branch Manager or member of the Collection Development Team

2. Teamwork

- Ability to work under direction and take instruction
- Ability to develop working relationships with team members

3. Digital Literacy

- Competency in the use of a range of information technology and software tools in the provision of library services

4. Other Duties

- Under supervision assist with basic Customer Experience queries
- Under supervision provide friendly and approachable Customer Experience

Selection Criteria

- Between ages of 15 and 17 years (contract position till day before turns 18)
- Ability to alphabetise accurately
- Ability to put non-fiction in accurate numerical order
- Organisational ability, accuracy and speed
- Good interpersonal and communication skills
- Basic Information Technology and problem-solving skills

Organisational Relationships

Reports to: Branch Manager or Senior Library staff on Duty

Extent of Authority and Accountability

- Work is performed within specific guidelines and under general supervision
- For accurate and timely shelving of materials.
- To refer any library matter or incident requiring the use of staff decision making to senior staff on duty.

Judgement and Decision Making

- Sort books into fiction, non-fiction, adult, children's, paperbacks
- All duties are clearly defined and procedures are clearly documented.
- Guidance and advice is always available from Branch Manager and/or senior on duty

Specialist Skills and Knowledge

- Ability to put books in alphabetical order
- Ability to put books in Dewey number order
- Ability to shelve books in their correct categories
- Knowledge of safe work practices for circulation work and branch operations
- Experience working with computers, information technology and social media

Managerial Skills

- Ability to perfect order and shelve books in the time frame available
- Ability to complete duties in the time frame available

Interpersonal Skills

- Good communication skills with supervisor, staff and community
- Approachability and awareness of community needs
- Ability to have a flexible approach to work and changing priorities

Qualifications and Experience

- Knowledge and skills gained through on-the-job training commensurate with the requirements of the work as listed

Conditions of Employment

Conditions of employment are as per the Casey Cardinia Library Enterprise Agreement, Corporation policies and procedures and the letter of offer.

- **Employment Status** – Prior to commencement of duties the successful applicant must provide proof of permission to work in Australia
- **Health Declaration** – the preferred applicant will be required to complete a Health Declaration form as part of the conditions of employment
- **Hours** – part-time, based on the 38 hour a week employment model
- **Multiskilling** – The employee may be directed to carry out any duties within the limit of his/her skills, competence and training, provided that such duties do not promote a narrowing of their skill base
- **Qualifying Period** – As per the Fair Work Act 2009 and Regulations – 6 months
- **Recreation Leave** – Annual leave must be taken at times that are mutually agreeable to both employee and employer, within twelve months of it falling due
- **Risk Management** – Employees are responsible for taking all reasonable steps to ensure they are aware of the inherent risks associated with their work and for taking appropriate action to minimise or eliminate such risks
- **Sick Leave** – A medical certificate may be required for any absence and must be provided for sick leave exceeding three working days or absence on the working day before or after a rostered day off (if applicable), annual leave, LSL or public holiday
- **Smoking** – Smoking is prohibited within all Corporation buildings and in Corporation vehicles
- **Working with Children Check** – mandatory for staff over age of 18 (Child Safe Standards 2017)

Inherent Physical Requirements

It is important that an employee understands the physical requirements involved in carrying out the duties of the positions.

Requirements	Frequency		
	Possible	Occasionally	Regularly
Ability to stand for extended periods for the purpose of using a computer			✓
Ability to sit for extended periods for the purpose of using a computer, travelling		✓	

to various locations and attending a range of meetings			
Ability to read computer screens and fine print on documents for the purposes of researching various policy options			✓
Ability to communicate clearly both verbally and written			✓
Manual Handling			
Repetitive arm movements and manual dexterity for undertaking computer work and handling documents and files			✓
Issue and return of library materials using scanners and docket printers			✓
Lifting of stock and library materials onto and off shelving			✓
Pushing book trolleys			✓
Lifting and moving of boxes and files on a regular basis			✓
Agility			
Bending and stretching, including knee bending			✓

Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.

All staff is reminded that they should follow Health and Safety regulations and the Corporation's Health and Safety Manual Handling Policy when performing their duties.

Staff Member:

Signature:

Date:

Authorised: Melissa Martin (General Manager, Organisational Development)

Date: November 2020