

Statement of Duties

Position Title: Health/Medical Librarian	Position Numbers: 500336	Effective Date: February 2021
Group: Policy, Purchasing, Performance and Reform – Health Information Management Services		
Section: Library Services	Location: North West	
Award: Allied Health Professionals Public Sector Unions Wages Agreement	Position Status: Permanent	
	Position Type: Full Time	
Level: 1-2	Classification: Allied Health Professional	
Reports To: Statewide Manager - Health Library Services		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Provide general professional library services to the Agency, in particular the North West region of Tasmania, including the deliverance of a specialist medical library and health-related information service to staff and students.

Assist in the development and maintenance of library and health-related information services including the organisation and acquisition of information materials and resources, assessment and evaluation of information resources, production of library, informational and training material, development of library and information literacy programs, client services and the selective distribution of information.

Liaise and interact with other statewide libraries, departments, organisations and personnel, as well as the Australia-wide health library network to assist with the objectives of the Agency. Engage with suppliers and business units, and communicate with external organisations such as Non-Governmental Organisations in the health and medical field.

Duties:

1. Provide assistance and advice to clients in accessing the Library resources and services, including library and information networks.
2. Research complex reference enquiries which involves conducting interviews with clients, developing a search strategy, acquiring health-related information resources, assessing material for relevance and scope, and collating and presenting material.
3. Undertake a range of professional tasks including original cataloguing, database creation, indexing, collection development, acquisitions and the development and delivery of specialist services.
4. Assist in the development and maintenance of Agency library Internet/Intranet sites and any other sites/pages as required, including keeping databases up to date at all times.

5. Supervise the operation of specific library services or functions within the operational unit, including training staff and deputising for the Statewide Manager - Health Library Services as required.
6. Provide advice on obtaining health-related information materials, referencing, basic copyright, scholarly publishing and authorship, database searching, organisation of information resources to client groups and deliver necessary training programs.
7. Contribute to the planning and policy processes in Library Services including conducting research on health-related materials and providing reports as and when required.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

Direction is provided by the Statewide Manager - Health Library Services in relation to policy, practices and work priorities. The Health/Medical Librarian will perform professional work under general guidance from the Statewide Manager - Health Library Services, and will:

- Provide supervision in an efficient, effective and safe manner for less experienced technical and other staff.
- Exercise reasonable care in the performance of duties consistent with the relevant WH&S legislation.
- Use an array of electronic equipment such as desktop computers, laptops and tablets to undertake duties.
- As experience is gained, exercise independent professional judgement, particularly when solving problems where principles, procedures, techniques and methods require expansion, adaptation or modification.
- Comply at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Degree, diploma or postgraduate qualification in librarianship or information studies from a recognised university or institution of higher education.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Desirable Requirements:

- Current Driver's Licence.
- Qualifications, knowledge or experience related to the professional use of health information.

Selection Criteria:

1. Sound knowledge of the principles and practices of contemporary librarianship with the capacity to develop advanced professional skills. An understanding of the operations of a special library.
2. Demonstrated computer literacy skills and knowledge of library automation systems, online databases and web technologies.
3. An ability to coordinate the work of subordinate staff to meet agreed priorities.
4. Well-developed communication and interpersonal skills, including the capacity to interact effectively with a range of clientele, to successfully deliver training programs and to work effectively in a team environment.
5. Proven capacities of initiative, judgement, planning and organisation as well as the capacity to work effectively under pressure and to set and meet appropriate priorities.
6. Knowledge of the activities and subject interests in the Department of Health or the ability to quickly acquire this knowledge.

Working Environment:

The Department of Health (DoH) is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH policy) within the DoH are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.