



## POSITION DESCRIPTION



August 2022

# Librarian

## About Us

TasTAFE is Tasmania's largest provider of vocational education and training. With a focus on practical, real-life learning, we work closely with industry to produce job-ready and highly valued graduates. We stay connected with business and industry in Tasmania and we work hard to ensure the vocational education and training students receive is industry-relevant and provide real industry skills that are highly valued by employers.

We believe very strongly in our values and strive to deliver training that prepares our students to take up employment for the first time, gain a promotion or change careers, as well as meet industry demand and enable Tasmanians to gain the skills and qualifications they need for the state's workforce and the community to succeed and prosper.

## Our Values

**CONNECTED:** We work collaboratively to create outcomes that are meaningful and responsive.

**RESPONSIBLE:** We take pride in honouring our promises and exceeding expectations by being transparent in our decision-making and stand by our actions.

**ASPIRATIONAL:** We are open to new ideas and creatively seek solutions that encourage us to do our best for our learners, industry and community.

**RESPECTFUL:** We are attentive, listen to others and consider all points of view in our planning and decision-making and our actions.

**INCLUSIVE:** We embrace diversity and equity and understand how inclusivity enriches all that we do.

**SUSTAINABLE:** We are committed to more sustainable business practices to reduce TasTAFE's impact on the environment.

## The Role

Provide general professional customer focused library services or assist in the development and delivery of specialist library and information services, to a high standard of customer service.

Performs professional work under general guidance. The occupant may supervise less experienced technical and other staff. With experience and in consultation with senior staff the occupant may be required to contribute towards the development of projects, plans and policies.

Initially the work is subject to professional supervision. As experience is gained professional supervision decreases and it is expected that independent professional judgement will be exercised, particularly in recognising and solving problems where principles, procedures, techniques and methods require expansion adaptation or modification. Direction and supervision as necessary from specified senior staff.

## Key Responsibilities

1. Assist and advise clients in identifying, accessing and using appropriate resources and services of the library.
2. Undertake reference enquires of varying levels of complexity.
3. Undertake a range of professional tasks, including but not restricted to original cataloguing, database creation, indexing, collection development and management and the development and delivery of a range of specialist services.
4. Contribute to and supervise the operation of a range of specific library services or functions and train staff as required.
5. Provide advice to client groups and develop and deliver training for staff and clients, including information literacy and research skills training.
6. Assist in the progression of assigned projects under supervision.
7. The occupant of this position 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.

## About you

These are the capabilities required to undertake the role successfully:

1. Well-developed communication and interpersonal skills, including the capacity to deliver a high standard of customer service, interact effectively with a range of clientele, to successfully deliver training programs and to work effectively both independently and in a team environment.
2. Proven capacities of creative thinking, initiative, judgement, planning and organisation as well as the capacity to work effectively under pressure and to set and meet appropriate priorities.
3. Demonstrated information and communications technology skills and knowledge of library automation systems.
4. A broad knowledge of the principles and practices of contemporary librarianship with the capacity to develop advanced professional skills in a dynamic and changing service delivery environment.
5. An ability to co-ordinate the work of assigned staff to meet agreed priorities

## Requirements

### Essential Requirements

- Current Registration to work with vulnerable people in Tasmania.
- Up to date with vaccination against COVID-19 or have an approved exemption
- Degree in librarianship or information studies at a recognised university or a postgraduate diploma in librarianship or information studies. Eligibility for admission to membership of the Australian Library and information Association (ALIA).

### Desirable Requirements

- Experience in a vocational and education training environment.

<b>Team/Section</b>	Library Services
<b>Supervisor</b>	Senior Librarian
<b>Award/Agreement</b>	Educational Services (Post-Secondary Education) Award 2020
<b>Classification</b>	Grade 4 Point 1
<b>Employment Conditions</b>	Ongoing, full/part-time time, 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
<b>Location</b>	Various
<b>Date approved by Manager PPC</b>	12 August 2022