

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Library Technician
<b>Position Number:</b>	500585, 500588
<b>Classification:</b>	General Stream Band 3
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Department of Health – Ramsay Library
<b>Position Type:</b>	Permanent, Part Time
<b>Location:</b>	North
<b>Reports to:</b>	Librarian
<b>Effective Date:</b>	July 2017
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Possession of a Diploma in Library and Information Studies or equivalent TAFE/Polytechnic or post-secondary qualification with eligibility for Library Technician membership of the Australian Library and Information Association.</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>

NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Provide a range of customer-focused library and information services and supply technical support for the operation and maintenance of a special library.

## Duties:

1. Execute a wide range of specialised technical duties necessary to maintain library and information services for DoH – North staff including:-
  - a. Operate and maintain manual and automated library control systems and equipment used in information access, distribution, retrieval and control including library computers, photocopier, multimedia and other equipment.
  - b. Process document delivery and interlibrary loan requests for internal and external clients.
  - c. Retrieve and amend catalogue records and construct records in accordance with national and international standards.
  - d. Operate and maintain a current awareness service for DoH-North clients.
2. Advise and guide clients in accessing the resources and services of the Library, and assist with information queries and research.
3. Identify and resolve problems associated with the day-to-day functioning of the Library.
4. In consultation with management develop, review and update procedures that support technical duties and initiate and participate in quality management activities.
5. Provide training, guidance and feedback to less qualified or experienced staff undertaking technical duties.
6. Provide administrative support for the Library's professional staff and maintain appropriate statistical records.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
8. 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.

## Key Accountabilities and Responsibilities:

The Library Technician works without close technical supervision under the general direction of the Librarian and is expected to exercise a considerable degree of initiative and judgment. The occupant is required to perform as a member of a team.

- Adaptation of systems, standards or practices may be required.
- Provide timely, effective information services to Library clients.
- Provide services primarily to DoH – North employees of the Department of Health Service but can be extended to statewide.
- Work independently to ensure the functioning of the Library in the absence of other staff including the Librarian.
- Work in accordance with relevant WH&S legislation, procedures and guidelines.
- Champion a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and

expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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.

## Selection Criteria:

1. Extensive experience in and knowledge of library procedures including circulation, document delivery, collection maintenance and information access.
1. Demonstrated ability to achieve a high standard of customer service through sound interpersonal communication skills.
2. Experience in the use and operation of computerised equipment and systems in a library and information environment.
3. Well developed organisational skills and demonstrated personal initiative, flexibility and motivation coupled with the ability to work effectively within a team environment.
4. Demonstrated knowledge of and commitment to the principles of equal employment opportunity, Work Health and Safety and quality management.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles | Tasmanian Department of Health](#).