



MAJU PULU KITA | ADVANCE OUR ISLANDS

## Position Description

Position	<b>West Island Library Services Officer</b>
Section	<b>Community Development Department</b>
Award / Agreement	<b>Local Government Industry Award</b>
Classification (Level)	<b>Level 4</b>
Term of Employment	<b>Casual Relief</b>
Location	<b>West Island Library</b>
Reports to	<b>Community Development Coordinator</b>
Number of Direct Reports	<b>NIL</b>

## The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

## Vision & Values

### MAJU PULU KITA | ADVANCE OUR ISLANDS

**SERVICE.** Provide the best service we can. We serve the community and each other.

**ACCOUNTABILITY.** We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

**SUPPORT.** We support our team and our community. Look for opportunities to help each other.

**RESPECT.** We respect and value others. Our interactions are always respectful towards others.

**INTEGRITY.** We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

**ACHIEVEMENT.** Being Proactive and enabling the outcomes. Be creative and think outside the square.



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### Position Objective

- To efficiently and politely provide a high standard of library services to the Cocos (Keeling) Island community.

### Primary Responsibilities

- Demonstrate a commitment to and advancement of the Shire's Purpose and Values.
- Welcome customers into the library and attend to requests promptly and efficiently in a courteous and professional manner.
- Processing, cataloguing and shelving books.
- Assist customers with computers, photocopying, scanning, faxing and printing.
- Prepare and mount displays.
- Receipting of Library fees and charges.
- Taking requests and / or ordering new stock (including stationary).
- Maintain the appropriate information and record keeping for the State Library of WA (SLWA).
- Retain any official documentation / forms and assist members of the community to complete these if and when required.
- Maintaining the Library in a clean and tidy state.
- Carry out other tasks as required by the Community Service Coordinator.

### Required Knowledge & Skills

- Ability to process and shelve books according to the systems advocated by the State Library of WA (SLWA).
- Promote the image of the Shire of Cocos (Keeling) Islands as positive and efficient by demonstrating high levels of professionalism and presentation.
- Excellent communication skills.
- Excellent customer service skills.
- Holds a current Working with Children Check and a National Police Record Check.

### Required Qualifications & Experience

- Knowledge of library operations, services and principles of customer service (desirable).
- Understanding of software packages such as library management systems, Microsoft Office, email systems, internet searching and records management systems (desirable).
- Good oral and written communication skills and the ability to communicate in a courteous and effective manner.
- Local Government experience (desirable).
- An interest in books and reading.
- Previous experience in an office or record keeping environment.

- Certificate III Library Services, Business Administration or related field (desirable).

## Organisational Relationships

Reports to	Community Development Coordinator
Supervises	NIL
Internal stakeholders / relationships	Home Island Library Service Officer – Danie Olbio.
External stakeholders / relationships	SLWA – State Library of Western Australia, Cocos Island District Highschool.

### Accountability and Extent of Authority

- Degree of supervision
- Degree of authority (autonomy)
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
  - Equal Opportunity Act 1984
  - Delegation Register
  - Code of Conduct (including Confidentiality & Privacy)
  - Customer Service Charter
  - Drug & Alcohol Policy
  - Occupational Safety & Health Policy

### Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause

harm or that represent a threat to public safety.

- Ensure compliance with the provisions of the *Occupational Health and Safety Act 1984* and the *Occupational Safety and Health Regulations 1996* at all times.

### Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

### Variations to Conditions of Employment

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.



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## Acknowledgement

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name \_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_

*Authorised By*  
Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_