

NATIONAL LIBRARY OF AUSTRALIA

DUTY STATEMENT

Date Approved : 23/6/2009

Position Number : Several

Classification: AUSTRALIAN PUBLIC SERVICE OFFICER LEVEL 2

Division: Australian Collections and Reader Services

DUTIES

1. Undertake duties relating to the provision of the Library's interlibrary loan and document delivery services and/or storage, maintenance and delivery of the Library's collections to onsite users.
2. Within clear guidelines liaise with staff and other functional areas of the Library about interlibrary loan and delivery activities.
3. Undertake project work and other duties as required.
4. Ensure the application of Workplace Diversity, Risk Management, Occupational Health and Safety and Industrial Democracy guidelines and principles in the workplace.

Duty representing highest function: 1

Immediate supervisor: AUST PUBLIC SERVICE OFFICER LEVEL 3 (Various)

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SELECTION CRITERIA

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A variety of skills are sought by the Library at this level. Applicants for the advertised position(s) should have strong claims against the skills listed below.

1. Knowledge/skills

- ◇ Demonstrated operational and technical knowledge of interlibrary loan, document delivery and stack services within an automated library environment.
- ◇ Demonstrated ability to undertake routine tasks, apply moderately detailed work procedures within an operational area relating to the Library's interlibrary loan and document delivery services and/or to the storage, maintenance and delivery of library material from a closed Stack environment.

2. Personal Qualities

- ◇ Well developed interpersonal skills; demonstrated ability to work effectively both independently and/or as part of a team and work cooperatively and constructively with others within a changing environment
- ◇ Effective liaison and communication skills including demonstrated ability to deal with colleagues and clients in a respectful and courteous manner.
- ◇ Demonstrated ability to exercise initiative and judgement in the workplace within established guidelines.
- ◇ Demonstrated motivation and flexibility in a range of environments including willingness to work in different teams, undertake a broad range of tasks and project work.
- ◇ Demonstrated ability to organise, schedule and prioritise work and complete tasks with accuracy and attention to detail.
- ◇ Understanding of and a commitment to the principles of risk management, workplace diversity, industrial democracy and occupational health and safety.

3. Physical capabilities to effectively perform the inherent requirements of the position.

- ◇ The occupant of this position must possess the physical capabilities to effectively perform the tasks including photocopying and scanning printed material, carrying out PC based tasks, packing and unpacking library materials, lifting material weighing up to 10 kilos, pushing trolleys and retrieving material from high or low level shelving. Some of these tasks may involve the use of a footstool and bending or reaching above shoulder height. All furniture and equipment meets relevant OH&S standards.

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JOB DESCRIPTION

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The National Library of Australia is seeking motivated and flexible people with demonstrated operational and technical knowledge of interlibrary loans and document delivery within an automated library environment. The successful applicant may also be required to undertake duties relating to storage, maintenance and delivery of the Library's collections to onsite users in various areas of the Australian Collections and Reader Services Division including Document Supply Services and Stack Services.

Positions at this level work in a team environment under supervision. Staff require effective liaison, communication and interpersonal skills and will be capable of making an effective contribution to the achievement of corporate goals in a team environment. The duties include scanning and photocopying printed material, carrying out PC based tasks, packing and unpacking library materials, lifting material weighing up to 10 kilos, pushing trolleys, retrieving material from high and low shelving. Some of these tasks may involve the use of a footstool and bending or reaching above shoulder height. All furniture and equipment meets relevant OH&S standards.

Relevant library experience and/or relevant qualifications are highly desirable to assist with performing the duties of the position

Further information on the Library can be obtained at; <http://www.nla.gov.au/>
Further details on our conditions of employment can be accessed at:
<http://www.nla.gov.au/nla/agreement/>