

# BARKLY REGIONAL COUNCIL



## Library Officer – Elliott (LIB002)

### 1. Position Objectives

The position of Library Officer – Elliott is responsible for providing library services to the community ensuring patrons have a positive library experience by delivering high-quality patron service.

Library services include borrowing and returning library collections, enabling digital inclusion, maintaining its collection, organising and providing community programs to patrons of all ages, cultural backgrounds, and abilities e.g., storytelling, technology programs, and arts and craft.

*The position holder will have the ability to work on weekdays and Saturday mornings.*

### 2. Our Vision, Purpose and Values

#### VISION

“We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly”.

#### PURPOSE

“Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services”.

#### VALUES

- |                        |  |
|------------------------|--|
| <b>Integrity:</b>      | Upholding honesty and transparency in everything we do.  |
| <b>Diversity:</b>      | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| <b>Empathy:</b>        | Understanding and valuing the needs and experiences of others.                                 |
| <b>Accountability:</b> | Taking ownership of our actions through commitment to BRC and our communities.                 |
| <b>Service:</b>        | Dedicating ourselves to excellence, putting people first, and creating a positive impact.      |

### 3. Key Responsibilities

#### Library Services

- Maintain the day-to-day operation of the library, including recording daily patron statistics and activity notes.
- Support the Library Services Team Leader in the provision of high, quality library programs and services.
- Support the Library Services Team Leader to maintain and build partnerships with schools and organisations, both local & regional.
- Work with the Library Services Team Leader to maintain the library’s collection e.g. performing library stock takes, cover and repair books.
- Work with the Library Services Team Leader to promote the library services.

- Supervise library operations to ensure all visitors and users are following library rules.
- Undertake all required library administration and maintenance or relevant records.
- Various ad-hoc duties to support and assist the wider team as required.
- Maintain presentation and displays to ensure a warm and engaging environment.

#### **Customer Service**

- Provide effective and efficient library and information services to all library users.
- Borrowing and returning library resources including inter-library loans.
- Assist patrons with requests for scanning, copying, and printing.
- Enroll and induct new members and perform all other functions related to library membership.
- Enabling digital inclusion by assisting patrons to use the library's public access computers and Wi-Fi.
- With the support of the Library Services Team Leader, manage overdue charges and related disputes within organisational guidelines.
- With the support of the Library Services Team Leader, organising and provide community programs to patrons of all ages, cultural backgrounds, and abilities e.g., storytelling, technology programs, arts, and craft

#### **General Cleaning**

- Maintain cleanliness and organisation of all areas within the facility, including common areas, restrooms, and workspaces.
- Perform routine cleaning tasks such as dusting, vacuuming, mopping, and sanitising surfaces to ensure a hygienic environment.
- Ensure proper disposal of waste and recycling materials in accordance with facility guidelines.
- Assist in maintaining inventory of cleaning supplies and report any shortages to the supervisor.
- Adhere to health and safety regulations while performing cleaning duties.

#### **Other**

- You will be required to perform your duties in Elliott or elsewhere within the Barkly Regional Council authority area as reasonably directed by Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

### **4. Key Accountabilities**

- Responsible for the efficient operation of the library in accordance with Council policies and procedures.
- Accountable for the quality, timelines, and accuracy of own work.

- Deliver a modern, accessible library service.
- Providing exemplary customer service and assisting with customer requests in a timely manner.
- Maintain cleanliness and organisation of the library.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

## 5. Organisational Relationship

<b>Position Title:</b>	Library Officer – Elliott (LIB002)
<b>Reports To:</b>	Library Services Team Leader (LST001)
<b>Department:</b>	Operational Services
<b>Internal Liaison:</b>	Chief Executive Officer Director of Community Services Library Services Team Leader Library Officer – Tennant Creek Other Council Staff
<b>External Liaison:</b>	Library Patrons Government and Non-Government Departments, Organisations and Representatives Ratepayers, Residents, and Visitors

## 6. Wages and Allowances

<b>Classification:</b>	Level 4, Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
<b>Status:</b>	Casual (up to 20 hours per week)
<b>Hourly Rate:</b>	\$42.96 per hour (including 25% casual loading)
<b>SCG:</b>	12%
<b>Roster:</b>	The Supervisor will set a weekly roster that is no more than 20 hours within a given week and/or 7.6 hours within a given day. The roster will be, within the span of ordinary hours of work, currently 7:00 am to 7:00 pm, Monday to Sunday.

## 7. Knowledge and Skills

### Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.
- Excellent time management and organisational skills.
- Ability to work within a team environment while also achieving results independently.
- Ability to manage multiple tasks effectively, with flexibility in a changing work environment.

### Interpersonal:

- Willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to meet tight deadlines and regularly monitor deliverables.

- Ability to successfully interact with people at all levels.

#### Change Management:

- Ability to recognise issues, use initiative to identify and propose effective solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

#### Commitment, Attitude, and Application to Duties:

- Provide courteous and timely attention to requests for information.
- Demonstrate a positive, proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.
- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

### 8. Essential Criteria – Qualifications, Skills, and Experience

1. Demonstrated knowledge of general library procedures.
2. Demonstrated ability to work effectively with limited direction, meet deadlines, prioritise workloads, and manage time efficiently.
3. Demonstrated communication and interpersonal skills, including the ability to liaise effectively with internal and external stakeholders.
4. Well-developed numeracy and literacy skills.
5. Strong IT skills, with the ability to quickly learn and adapt to new systems and software.
6. Ability to work weekdays and Saturday mornings.

### 9. Desirable Criteria - Qualifications, Skills, and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

### 10. Compliance, Training and Development

#### Mandatory

- National Criminal History Check
- Working with Children Clearance  
(Ochre Card – Northern Territory)

#### Desirable

- BSB30420 Certificate III in Library and Information Services.
- Driver's Licence
- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction Training
- Respect @ Work - Prevention of Sexual Harassment in the Workplace Training
- Prevention Of Workplace Bullying and Harassment Induction Training

## 11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

- This role is classified as **Light Work**, involving customer service, administrative duties, library maintenance, and community program activities.
- This role involves minimal to moderate manual handling tasks, including lifting, carrying, shelving, and moving books, equipment, and materials.
- Manual lifting is generally up to 20kg, with infrequent handling at this level.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
  - Stand and walk throughout the library facility;
  - Bend, reach, and perform shelving and display tasks;
  - Assist patrons with library resources, computers, and equipment;
  - Undertake routine cleaning and maintenance activities;
  - Participate in community programs and events.

Inherent Physical Requirements:

- Ability to stand and walk intermittently throughout the workday.
- Ability to sit for administrative and computer-based tasks.
- Ability to bend, reach, stoop, and perform shelving tasks.
- Ability to lift and carry books, resources, and materials.
- Ability to perform repetitive hand and arm movements.
- Ability to undertake light cleaning and facility maintenance tasks.
- Ability to use computers, printers, scanners, and office equipment.
- Ability to manage competing priorities and respond professionally to customer enquiries and community interactions.

Physical Requirements of Job Role							
Job Role	Library Officer - Elliott						
Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing				X			
Sitting				X			
Forward Reaching				X			
Neck flexion / extension / rotation				X			
Reaching above shoulder height			X				
Stooping & bending forward from standing position				X			
Kneeling / squatting		X					
Trunk rotation				X			

Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform		X					
Walking				X			
Walking over uneven surfaces		X					
Ladder climbing	X					X	
Manual Handling	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Unilateral lifting		X					
Bilateral carrying			X				
Lifting with weight away from body <10kg				X			
Lifting with weight away from body >10kg		X					
Lowering a vertical distance > 25cm from waist to floor			X				
Lowering a vertical distance > 25cm from waist to shoulder height		X					
Lifting 0kg - 4.5kg				X			
Lifting 4.5kg - 9kg			X				
Lifting 9kg - 22kg		X					
Lifting 22kg - 45kg	X						
Lifting 45kg+	X						
Handling unstable objects	X						
Carrying			X				
Pushing / pulling		X					
Sustained / repetitive hand grip			X				
Tool use			X				
Exposure to vibration	X						

## 12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



Peter Harder  
Chief Executive Officer

19 / 05 / 2026  
Date

**13. Acceptance**

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date