

# BARKLY REGIONAL COUNCIL



## Library Officer – Tennant Creek (LIB001)

### 1. Position Objectives

The Library Officer – Tennant Creek is responsible for providing library services to the community, ensuring patrons have a positive library experience through high-quality service delivery.

Library services include borrowing and returning library collections, supporting digital inclusion, maintaining the library collection, and organising community programs for patrons of all ages, cultural backgrounds, and abilities. Programs may include storytelling, technology workshops, and arts and crafts.

### 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 Support

- Assist the Library Services Team Leader in delivering high-quality library services.
- Facilitate borrowing and returning of library resources, including inter-library loans.
- Respond to patron queries and provide helpful assistance with library services.
- Support digital inclusion by assisting patrons with public access computers and Wi-Fi.
- Aid patrons with scanning, copying, and printing requests.
- Maintain the library collection by receiving new acquisitions, covering, and repairing books.

#### Community Engagement and Operations

- Organise and deliver community programs for patrons of all ages, cultural backgrounds, and abilities.
- Supervise library operations to ensure compliance with library rules among visitors.

- Manage library administration and maintain relevant records as required.
- Perform ad-hoc duties to support the wider team as needed.
- Support the Library Services Team Leader in providing high-quality services.

#### Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by the 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

- Ensure effective, high-quality library services, managing borrowing and returning processes to enhance patron satisfaction and resource accessibility.
- Organise and deliver engaging community programs that cater to diverse audiences, promoting inclusivity and a love for reading and learning.
- Supervise daily library operations, ensuring compliance with policies and maintaining a safe and welcoming environment.
- Oversee the maintenance and organisation of the library collection, including new acquisitions and repairs, to ensure resources are accessible and in good condition.
- 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 – Tennant Creek (LIB001)
<b>Reports to:</b>	Library Services Team Leader (LST001)
<b>Department:</b>	Community Services
<b>Supervises:</b>	N/A
<b>Internal Liaison:</b>	Chief Executive Officer Director Community Services Library Services Team Leader Library Officer – Tennant Creek Library Officer - Elliott Other Council Staff
<b>External Liaison:</b>	Library Patrons

## 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 38 hours per week)
<b>Hourly Rate:</b>	\$42.96 per hour (including 25% casual loading)
<b>Superannuation:</b>	12%
<b>Roster:</b>	The supervisor will set a roster that is no more than 38 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 6:00 am to 6:00 pm, Monday to Friday.

## 7. Knowledge and Skills

### Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

### Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

### Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

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

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

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

1. Knowledge of general library procedures.
2. Ability to work effectively with limited direction, meet deadlines, prioritise workloads, and manage time efficiently.
3. Strong communication and interpersonal skills to liaise effectively with stakeholders.
4. Good numeracy and literacy skills.
5. Competent IT skills with the ability to learn new systems and software.

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

1. Ability to work weekdays and Saturday mornings.
2. Flexibility to work additional hours during staff leave.
3. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
4. Previous experience working in Local Government.

## 10. Compliance, Training and Development

### Mandatory

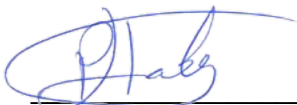
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)

### Desirable

- Corporate Induction
- Site Induction
- Work Health and Safety (WHS) Induction
- Driver's Licence

## 11. 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

Date

20 / 01 / 2026

## 12. Acceptance

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

Signature

Date