



## Position Description

# Library Program Assistant

<b>Job Title</b>	Library Program Assistant
<b>Classification</b>	Level 3
<b>Work Unit</b>	Community Services
<b>Responsible To</b>	Library Manager - Nhulunbuy

### Primary Objective

The Library Program Assistant will primarily contribute to connectivity of all five regional libraries. The role will periodically travel to the East Arnhem communities to deliver mainstream library programs and services, and train Library & Cultural Heritage Workers in the library procedures. The Library Program Assistant will also occasionally work in the Nhulunbuy Library on a rostered basis. This role requires a high level of interpersonal skills and leadership qualities.

### Key Responsibilities

1. Working with EARC's Active Communities teams, deliver library programs and services in the East Arnhem communities on a rostered basis.
2. Progressively mentor and train Library & Cultural Heritage Workers.
3. Assist with the design, delivery, implementation, and evaluation of library programs and services.
4. Facilitate communication and collaboration between EARC Community Libraries and the Nhulunbuy Library to support the preservation, documentation, and accessibility of cultural heritage materials, ensuring alignment with local knowledge and community priorities.
5. Assist with the day-to-day operations of library services, including accessioning and end-processing of library resources.
6. Assist clients, including with the use of computers, printers, photocopiers and other equipment in the library.
7. Circulate library materials using the Library and Archives NT library management system.
8. Maintain library facilities, including tidying areas, checking equipment functionality and reporting maintenance issues.
9. Shelf and file library materials in all collections to ensure easy retrieval.
10. Actively participate in all offered training and development opportunities.
11. Comply with all Workplace Health and Safety Policies and Procedures.
12. Other duties as reasonably directed by the Library Manager - Nhulunbuy.

### Essential Selection Criteria

- Demonstrated experience and understanding of a client service environment.





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- Ability to understand and follow written and verbal instructions, including technical instructions.
- Capacity to learn new skills, including the use of library equipment and technology.
- Availability to work rostered shifts, including weekends.
- An ability to interact effectively with people from diverse cultures with understanding of EEO principles and WH&S practices.

### Desirable Selection Criteria

- Other relevant or related qualifications.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the East Arnhem Regional Council (EARC) is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.

**Dale Keehne**  
**Chief Executive Officer**  
**East Arnhem Regional Council**

