

# Library Officer

Permanent part-time



## EMPLOYMENT INFORMATION PACK

**POSITION:** Library Officer

**JOB VACANCY NO:** PE.RE.33

**CLOSING DATE:** Wednesday, 7 June 2023

2 Truscott Crescent Exmouth WA 6707  
PO Box 21 Exmouth WA 6707

Telephone: (08) 9949 3000 Facsimile: (08) 9949 3050  
Email: [humanresources@exmouth.wa.gov.au](mailto:humanresources@exmouth.wa.gov.au)  
Website: [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au)

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## Working for the Shire of Exmouth

The Shire of Exmouth is a dynamic, progressive organisation with a highly motivated workforce that delivers quality services and facilities to the community. We employ around 90 staff and provide an exceptional and committed service. We create an environment where every employee has an opportunity to succeed.

### Work / Life Balance:

- Flexible working hours with a Rostered Day Off (RDO) agreement available for some departments
- 5 weeks annual leave per year
- Personal leave/Parental leave

### Pristine Location:

The Shire of Exmouth is situated 1,270 kilometres north of Perth, on the tip of the North West Cape in Western Australia. Covering 6,504 km<sup>2</sup> the district is bordered by the Exmouth Gulf and the pristine Ningaloo Coast World Heritage area. Exmouth is one of the few areas in Australia that can boast the reef to range experience.

The Ningaloo region is famous for its pristine beaches perfect for camping, snorkelling, fishing, water sports or simply relaxing and soaking in the superb scenery. The region offers extraordinary year-round wildlife experiences with whale sharks, humpback whales, turtles, manta rays and much more.

### Exmouth town:

Exmouth is a small town with a population of approximately 3000 people. Every year, in the winter months the number of visitors arriving in Exmouth triples the resident population.

While the town was founded around defence industries, tourism is now the largest industry in the Shire with eco-tourism development experiencing significant growth.

Other industries that contribute significantly to our local economy include defence, government services and industries to support the offshore oil and gas industry, tourism support services such as hospitality and accommodation along with fishing, pastoral, aquaculture, light engineering and construction.

### Make a difference:

Working for the Shire of Exmouth can give you a sense of satisfaction and provide the opportunity for a diversity of work experience that has a direct effect on your local community and environment.

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## Library Officer

*(permanent part-time)*

An exciting opportunity exists to join the Shire of Exmouth as a Library Officer on a part-time basis.

Reporting to the Library Coordinator, you will be responsible for providing excellent customer service along with the ability to assist with the planning and delivery of programs to the Exmouth Community.

You will assist in all aspects of collection maintenance, digital technology and community engagement whilst delivering exceptional library and information services.

This is a permanent position which will be offered to the successful candidate with a minimum of 45 hours per fortnight. The roster is 3.5 days per week including Saturday mornings and the successful candidate must be able to work over school holiday periods. There may be additional hours for annual leave relief.

The successful applicant will have proven customer service experience, a high level of communication skills and computer literacy.

The position is classified as Level 4 under the Shire of Exmouth Enterprise Agreement 2017.

**Ben Lewis**  
**CHIEF EXECUTIVE OFFICER**

*The Shire of Exmouth is an equal opportunity employer.*

*Applicants must be able to demonstrate they have or are able to secure accommodation.*

*Only short-listed candidates will be contacted*

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## How to Apply:

Completed job applications are to be submitted to [humanresources@exmouth.wa.gov.au](mailto:humanresources@exmouth.wa.gov.au) or to the Shire of Exmouth office.

We can only accept electronic applications emailed in Word or PDF format or alternatively submit a printed application.

*Mark all correspondence:* Private and Confidential

*Attention it to:* Human Resources

*Deliver it either by:* Post: Shire of Exmouth, PO Box 21, EXMOUTH WA 6707  
Hand: Shire of Exmouth, 2 Truscott Crescent, EXMOUTH WA 6707

*Email:* [humanresources@exmouth.wa.gov.au](mailto:humanresources@exmouth.wa.gov.au)

For enquiries about this position please contact Sharon Regterschot, Library Coordinator on (08) 9949 3017.

## Application Deadline:

Applications for this position are to quote (File No. PE.RE.33) and are to be received **no later than 4:30 pm Wednesday 7 June 2023**.

## Position Details:

### Library Officer

To apply for this position, include all of the following documents:

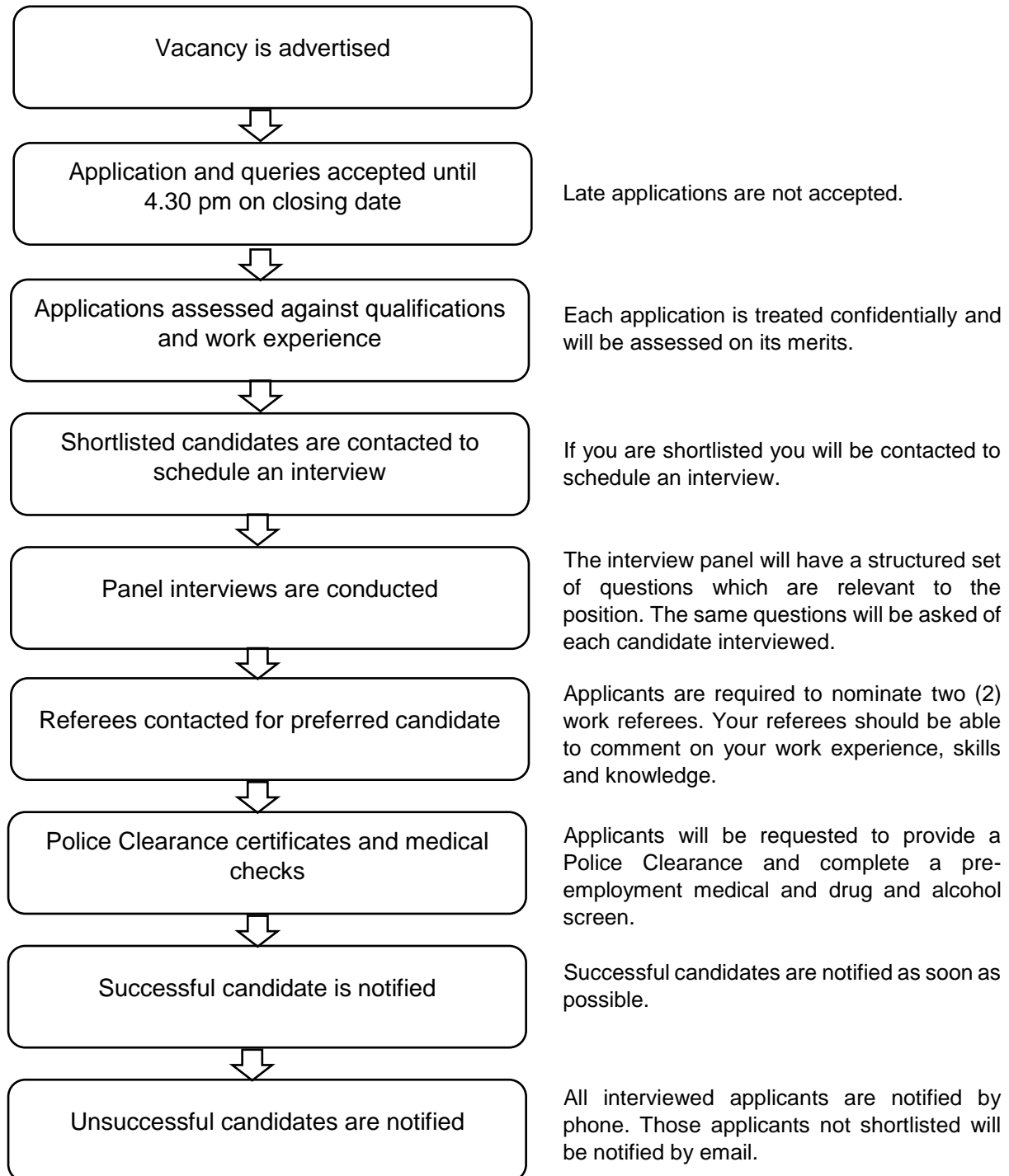
1. **A cover letter** outlining how you meet the requirements of the role.
2. **A current resume**
3. **A completed application form** contained in the employment information pack. (page 8 – 10)

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## The Recruitment / Selection process:



**Withdrawing your application:** Should you for any reason want to withdraw your application from the process, simply send advice to the Shire in writing, stating your name and the vacancy number.

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## Effective 1 July 2022 Annual Remuneration Package\*

*Salary below is pro rata for part-time.*

Base Salary per annum	\$ 59,275
Superannuation guarantee 10.5%	\$ 6,224
Council Scheme** 5%	\$ 2,964
<b>Total Package Value</b>	<b>\$ 68,463</b>

\* Shire of Exmouth Enterprise Agreement 2017

\*\* Subject to employee contributing a minimum 5% superannuation

### Hours of Work:

Minimum 45 hours per fortnight.

### Annual Leave:

Employees are entitled to five (5) weeks annual leave. Part-time employees will receive a pro-rata portion of the annual leave entitlement according to their hours worked.

### Superannuation:

The Shire of Exmouth currently contributes additional superannuation in accordance with the Shire of Exmouth Enterprise Agreement 2017.

### Probationary Period:

The appointment is subject to a probationary review in accordance with the Shire of Exmouth Enterprise Agreement 2017.

### Code of Conduct:

All staff must carry out their duties in accordance with the Shire of Exmouth Employee Code of Conduct as varied from time to time.

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## **Police Clearance Certificate:**

The preferred applicant for this position will be asked to obtain a National Police Clearance Certificate through WA Police.

People with criminal records are not automatically excluded from the recruitment process. Each application will be considered on its merits.

## **Pre-Employment Medical:**

This position is subject to a medical clearance to ensure the successful applicant can meet the inherent requirements of the position. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Exmouth.

Pre-existing illnesses will not automatically exclude candidates from the recruitment process.

## **Drug & Alcohol Testing Requirement:**

The preferred candidate will be required to undertake a pre-employment drug and alcohol screen prior to an offer of employment. The Shire of Exmouth has an ongoing drug and alcohol testing and program in place.

## **Equal Opportunity:**

The Shire of Exmouth is committed to equal opportunity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality and dignity.

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## Application Form:

Email or print this form (3 pages) when complete to submit with your Resume and Covering letter. (Applications not received in full may not be accepted)

<b>Your Name:</b>	
<b>Position Title:</b>	<b>Library Officer</b>
<b>Vacancy Number:</b>	<b>PE.RE.33</b>
<b>Your daytime contact number:</b>	
<b>Your current residential address:</b>	
<b>Tick option on how would you like to be informed and give details:</b>	<input type="checkbox"/> Email - <input type="checkbox"/> Post -

## REFEREES

You are required to provide the names and contact details of a minimum of 2 referees who can provide feedback about your work performance. **Referees preferably should be your current or most recent supervisor.** It is a requirement that information provided by an applicant can be verified by referees before an appointment is made.

### Referee Number 1

Name:	
Organisation:	
Position:	
Contact Number:	

### Referee Number 2

Name:	
Organisation:	
Position:	
Contact Number:	

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## LICENCE

Please list your current licences to successfully carry out this position.

Licence Type	Licence Number	Expiry Date

## CURRENT EMPLOYMENT

### Section A

Position Title:

Employment Status:

☐ Permanent ☐ Contract

Date Appointed:

### Section B

Current Employment  
(Position):

Current Employer:

Date Commenced:

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## HEALTH

To the best of your knowledge and belief do you have a medical condition, disability or injury which may preclude you from undertaking duties of the position you are applying for?

☐ Yes ☐ No

Applicants who have a health condition, disability or injury are invited to discuss its relevance or otherwise with the Shire. It is NOT a barrier to consideration of an application for employment. However, if it is likely to affect your work performance or could recur or be aggravated by the type of work for which you are applying you must disclose this information.

## Shire of Exmouth EMPLOYMENT DECLARATION

*Please circle or underline your response to the following:*

- |  |     |    |
|--|-----|----|
| 1. <b>Are you an Australian citizen?</b><br>If yes skip to Q4 & provide proof of citizenship   | Yes | No |
| 2. <b>If not an Australian citizen, have you been granted permanent residency?</b>   | Yes | No |
| 3. <b>Are you legally permitted to work in Australia?</b><br>(Please provide a copy of your working visa)  | Yes | No |
| 4. <b>Have you previously been employed by the Shire of Exmouth?</b>   | Yes | No |
| 5. <b>How did you hear of this vacancy?</b><br><input type="checkbox"/> Shire Website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Noticeboard <input type="checkbox"/> Other _____ |     |    |

*Please tick to indicate your acknowledgement:*

- ☐ I understand employment with the Shire is subject to the satisfactory completion of a probationary period.
- ☐ I have read, understood and responded to the above information. To the best of my knowledge and belief, it is true and accurate in every detail.
- ☐ I understand the Shire reserves the right to verify all information contained in this application. Any false information may be sufficient cause for my rejection of an applicant or dismissal if employed.
- ☐ I understand that should I be successful my employment is subject to a medical examination by a doctor nominated by the Shire, and a police clearance. I authorise disclosure of the results of these documents to the Shire.
- ☐ I consent to any reference checks which may be necessary to support this application.

\_\_\_\_\_  
SIGNATURE of Applicant

\_\_\_\_\_  
Date