

Position Description

Library School-based Trainee

Part-time | Fixed term

Directorate, Branch	Community, Arts and Recreation, Library
Reports to	Coordinator, Library
Direct reports	Nil
Location	Primarily based at Council's TBD site and alternate locations as operationally necessary.
Classification	Trainee Grade - \$24.26 - \$35.66 Gross per hour + 25% off-the-job-training + 11.5% super
Position number	2546

Purpose

The Library School Based Trainee is part of the Library branch, the position's primary purpose is to deliver on the following objective:

- To assist with the provision and delivery of library and information services to the community.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Assisting with the daily operations of the library desk including checkin and returning items, memberships, shelving, cash handling and other relevant procedures.
- Assisting staff to answer questions and demonstrate how to use the library for community members.
- Assisting community members to use public computers, wi-fi and mobile technologies including library apps.
- Assisting with the delivery of library services, programs and events to the community including storytimes, tech help sessions, seniors moments and author talks.
- comply with workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets
- contribute to a positive work culture and environment

Selection Criteria

- Eligibility to enrol in a Library and Information Services Certificate III.
- Interest in libraries, reading, technology and community events.
- Ability to effectively use Microsoft Office.
- Ability to assist others using websites, smartphones, and tablets.
- Ability to plan, organise, set work priorities, and manage time.
- Good oral and written communication skills.

Key Internal Relationships

Who

All QPRC Staff

From staff working in Planning, Development, Administration, Transport and Operations, Engineering, Recreation, Education, Innovation, Projects and Communications.

Key External Relationships

Who

Various External Stakeholders

At Queanbeyan-Palerang Regional Council we work to serve a growing and diverse Community Spreading over 5,500 Square Kilometres.

QPRC Values and Mission Statement



**Building a
strong
community**



**Integrity in
every action**



**Respect and
inclusion
for everyone**



**Delivering
outcomes
that matter**

The Ethical Framework for the Government Sector

All government sector employees are required and expected to act ethically and in the public interest. Staff will:

- Recognise the role of the government sector in preserving the public interest, defending public value and adding professional quality and value to the commitments of the Government of the day
- Establish an ethical framework for a merit-based, apolitical and professional government sector that implements the decisions of the Government of the day.

For more information head to www.psc.nsw.gov.au/workplace-culture---diversity/workplace-culture/the-ethical-framework