

Position Description

Position Title	Information Services Librarian
Job role	Customer service/Enhance user experience/Collaboration
Award classification	Band 5
Status	Permanent, Part Time
Hours of work	0.7 FTE, 98 hours over a 4-week roster
Branch, Department and Division	Library Services Operations, Community Experience, Continuous Improvement
Location	Belmont Library
Reports to	Library Coordinator
Salary range	\$79,353 - \$91,254 per annum (pro rata)
Approved by	Director, Community Experience
Date	July 2026
Contact Officer	Janelle Vise, Library Coordinator at Janelle.vise@grlc.vic.gov.au

Who we are

Geelong Regional Library Corporation provide library and information services to residents and visitors across the Geelong region on behalf of our five member councils: Borough of Queenscliff, City of Greater Geelong, Colac Otway Shire, Golden Plains Shire and Surf Coast Shire. Through our network of 20 libraries, 3 mobile library services, our outreach programs, and online platforms, our libraries bring people together around shared interests, diverse perspectives, and new opportunities to grow. Our libraries continue to evolve as safe, welcoming, and accessible social spaces, delivering free and inclusive access to lifelong learning, reading and discovery, and in doing so, we live our purpose, to create knowledge and connection for people and communities.

We are a trusted and future-focused organisation, guided by our [Library Plan 2025–2029](#), which focuses on encouraging personal curiosity, evolving customer experiences, enhancing community wellbeing and embracing our future. We are committed to fostering a safe, fair and inclusive workplace, supported by our [Gender Equality Action Plan 2026–2030](#) and [Access and Inclusion Plan 2024–2028](#).

As we continue to evolve, our core values of curiosity, integrity and belonging are embedded into our organisational culture, where our people play a critical role in providing resources and delivering services that are inclusive, sustainable, and responsive to the evolving needs of our community.

About the role

The Information Services Librarian (ISL) plays an important role in using, understanding, anticipating and responding to developments in print and online information retrieval to confidently deliver information services to library customers. This position is vital for the library's strategic planning, particularly in relation to emerging technologies, devices and online information resources. The responsibilities connected to this position include the provision of learning opportunities related to reader advisory, engagement and literacy development for library staff and patrons. The ISL is responsible for developing and delivering information retrieval and technology training programs, as well as providing individual support to library staff and customers. The ISL will also cultivate partnerships with relevant stakeholders, with a special focus on the library's role as a dynamic and pivotal contributor to community information and technology needs.

Under general direction, the main duties of the role are to:

- Promote and foster equitable access to GRL collections, technologies, services and spaces.

- Develop and nurture relationships with relevant stakeholders, with a focus on the library as a dynamic and accessible avenue for meeting community information and technology needs.
- Proactively keep up to date with current and emerging technologies, in particular those that support access and inclusion for our most vulnerable communities.
- Actively collaborate across the library service in the development and delivery of adult education and digital access including Library Coordinators, CYS, Heritage Services and Library Officers.
- Contribute to a positive and inclusive team culture by supporting the Library Coordinator as needed and setting an example as an adaptable and inclusive leader.
- Actively assist branch team colleagues undertaking required branch functions including the provision of customer service to library customers, fulfilling the supervisory functions of the Library Coordinator (for short-term absences).
- Ensure that all information is handled and managed in accordance with GRLC's Privacy Policy
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve goals.
- Apply the principles of GRLC Values, Code of Conduct, Child Safety and Wellbeing, workplace diversity principles, work health and safety and collaboration within a work and team environment.

Experience and Qualifications

- A Degree, Graduate Diploma or higher qualification in Library and Information Management, Library and Information Studies, or a related discipline eligible for professional membership of the Australian Library and Information Association (ALIA).
- Demonstrated experience working in a library environment, preferably within a public library setting.

Are you eligible?

To be eligible for this role, you must be an Australian citizen, permanent resident, or hold appropriate work rights in Australia.

The successful candidate will be required to provide:

- A National Police Check (no older than 6 months)
- A valid Employee Victorian Working with Children Check prior to commencement

How to apply

Please submit your application through our [e-recruitment system](#).

Your application will need to include:

- A current resume.
- A cover letter (maximum 1 page) that addresses:
 - Your interest in the role.
 - How your skills, knowledge, experience and qualifications align with the **About You** section and the [Performance Expectations](#) of the role.
 - Relevant examples of your experience in planning and delivering programs, training, information services or digital literacy initiatives (where applicable).
 - How you would contribute to the objectives of the [Geelong Regional Library Corporation's Library Plan](#).

Please note: Applications that do not include a cover letter addressing the above requirements will not be considered.

Geelong Regional Library Corporation is proud to be a workplace that champions diversity. Our commitment is for our people to be safe, included and supported so that they can be at their best. As an equal opportunity employer, we encourage applications from First Nations peoples and people with diverse gender identities and expression, ethnicity, cultural background, sexual orientation, ability and age. We look for the right values, skills and knowledge to build our capabilities so that we can best deliver for and represent our community.