

## Job Application Guide

### 1. General Information

#### Working for us

The Geelong Regional Library Corporation (GRLC) is one of Victoria's largest library networks covering some 5,500 square kilometres providing library and heritage services to people living in urban, rural and coastal areas. There is a central library, the Geelong Library and Heritage Centre, 15 Community Libraries, two mobile libraries and a Home Library Service.

We are committed to equipping staff with the knowledge and skills required to provide an excellent customer experience and opportunities for a satisfying and fulfilling career. GRLC is an equal opportunity employer and values the contributions a diverse workforce can bring to the community.

The GRLC is a child safe and child friendly organisation committed to ensuring that all children who visit our libraries have the right to feel and be safe. Appointments to positions are subject to successful applicants providing positive Working with Children and Police checks.

Geelong Regional Library Corporation values equal opportunity and strives to create an inclusive and welcoming work environment that represents the diverse community we service. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all abilities, cultures, age, sex and gender.

#### Eligibility

Anyone who is eligible to work in Australia is welcome to apply.

#### Opening hours

The website includes opening hours for all GRLC locations.

### 2. Vacancy – Community Outreach Support Librarian PPT

- Based at the Regional Library Support Centre, Level 4, The Geelong Library & Heritage Centre, 51 Little Malop Street, Geelong
- Permanent part-time, 38 hours per fortnight.

### 3. Application Process

Applicants should carefully read the Position Description for the position prior to making an application. Your application must:

- Quote the position title
- Include a covering letter and a comprehensive resume/curriculum vitae
- Address the key selection criteria section of the position description
- Include the names and contact details of three referees noting the nature of their working relationship with you

or PDF.

- It is preferable that your application, including all components listed above, is submitted as a single Word document

Applications will only be accepted by email to [jobs@grlc.vic.gov.au](mailto:jobs@grlc.vic.gov.au). No other email address should be used; this email address is for applications only.

Any enquiries should be directed to the enquiries contact detailed in section 4 of this guide.

*Please note, applications which do not address the key selection criteria of the position description cannot be considered.*

#### **4. Enquires**

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**Applications close Sunday, 14 April 2019.**