**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, 18 Community Libraries, three 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.

**Eligibility**

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

**Opening hours**

The website includes opening hours for all GRLC locations.

1. **Vacancy – Roster Administration Officer – Temporary Full-time**

* Based at the Geelong Library and Heritage Centre
* Temporary 4 months, 76 hours per fortnight.

1. **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
* Include the names and contact details of three referees noting the nature of their working relationship with you
* It is preferable that your application, including all components listed above, is submitted as a single Word document or PDF.

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.

1. **Enquires**

Shane Brown, People Coordinator

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**Applications close Sunday 23rd January 2022**