

## Position Description

Position Title	Information Services Librarian
<b>Job role</b>	Information services/Collaboration/Enhance user experience
<b>Award classification</b>	Band 5
<b>Status</b>	Permanent, Full Time
<b>Hours of work</b>	1.0 FTE, 70 hours per fortnight
<b>Branch, Department and Division</b>	Geelong; Programming and Partnerships; Community Experience
<b>Location</b>	Geelong Library and Heritage Centre
<b>Reports to</b>	Library Coordinator
<b>Salary range</b>	\$79,353 - \$91,254 per annum
<b>Approved by</b>	Director, Community Experience
<b>Date</b>	January 2024
<b>Contact Officer</b>	Laura Farrington, Library Coordinator, Geelong – <a href="mailto:laura.farrington@grlc.vic.gov.au">laura.farrington@grlc.vic.gov.au</a>

### 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 or qualification requirements

- Degree or graduate diploma in Librarianship or a relevant discipline
- Experience or qualification in adult training and assessment highly regarded
- Experience working in a library environment desirable, preferably in a public library

## Who we are

The Geelong Regional Library Corporation's (GRLC) purpose is to provide a thriving public library service that boosts our communities' health, prosperity, connectedness and belonging. This is particularly pertinent as we contribute to the recovery of our region during and post pandemic.

We are a consistently recognised leader in Victoria's public library sector and provide services across the five local government areas that are part of the G21 region. This includes 19 libraries and 3 mobile library services, with five new libraries planned to open by 2025. We create safe and welcoming spaces for everyone and host a rich calendar of learning and cultural programs and events with live audiences and via online platforms.

We continue to embed an organisational culture that is curious, caring, skilled and confident to experiment during these transformative times. We are focussed on establishing strategic transformative frameworks and systems that will ensure we are known as a sustainable, well governed, and future focussed organisation.

We aspire to be regional leaders in technology and innovation so that, as the custodians and distributors of accumulated knowledge and resources, we can ensure universal access for everyone in our growing region, whether online, in our libraries, or through outreach and innovative partnerships.

***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.***