

Position Description

Position Title	LIBRARY SHELVER
Job role	Accurate shelving / Attention to detail / Positive team member
Award classification	Band 2, Level C
Status	Casual
Hours of work	As per branch requirements
Branch, Department and Division	Community Experience; Coast & Rural Operations
Location	Multiple locations
Reports to	Library Coordinator
Salary range	Pay rates are based on age. 15–16-year-olds \$17.91 per hour; 17-year-olds \$21.17 per hour; and 18 year-olds \$24.43 per hour
Approved by	Director, Community Experience
Date	January 2024
Contact Officer	People & Culture Team, hr@grlc.vic.gov.au , (03) 4201 0509

About the role

The role of the Library Shelver is to work closely with Geelong Regional Library Corporation team members to support the shelving and display of library materials. The Library Shelver is responsible for the sorting and shelving of library materials under guidance and supervision from the Library Coordinator and senior staff members. The successful applicant will be required to maintain a neat collection by shelving accurately and by ensuring they are maintaining good communication with their team.

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

- Work effectively within a team environment
- Accurately sort library materials manually
- Shelf library materials on an ongoing basis, including heavy books on shelves below knee level and above shoulder height
- Consistently lift and carry light loads
- Understand and implement for themselves safe Occupational Health and Safety (OHS) practices
- Good communication skills, good literacy and numeracy skills, punctuality, and attention to detail
- Maintain a positive and cheerful attitude to work, to the organisation, to colleagues at all levels, and to customers
- Meet the specific library availability requirements
- 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.

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 2 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.

Are you eligible?

To be eligible for the role you must be an Australian citizen, permanent resident or have appropriate work rights in Australia. Please note that this is a junior position, to be eligible you must be enrolled in high school and must be 15 years or older at the time of applying.

If you are a high school student and over 18 years old you will be required to provide the following:

- a Police check (no older than 6 months)
- a current Employee Victorian Working with Children Check prior to commencing your employment with GRLC

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.