



## Position Details

### Communication & Information- CSOF2

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised Job Title</b>	Library Collections Delivery Officer
<b>Job Reference</b>	100119
<b>Tenure</b>	Indefinite, Part-time (0.6 FTE)
<b>Salary Range</b>	AU\$59,071 - AU\$71,010 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s)</b>	Black Mountain, ACT
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian Citizens Only
<b>Position reports to the</b>	Library Collections Supervisor
<b>Client Focus – Internal</b>	90%
<b>Client Focus – External</b>	10%
<b>Number of Direct Reports</b>	0
<b>Enquire about this job</b>	Contact Karen Vinales via email at <a href="mailto:Karen.vinales@csiro.au">Karen.vinales@csiro.au</a>
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> or call 1300 984 220.

### Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](#).

### Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

### Role Overview

The Library empowers CSIRO people and research by providing exceptional access to information resources and information professionals. As Australia's largest science library we enable discovery

and access to a comprehensive and diverse collection across scientific and social science disciplines, and curate CSIRO's research publications. The Library fosters a culture that builds information literacy through professional reference, training and advisory services. Library staff work in a geographically distributed environment across three teams with dedicated technical support.

Library Collections provides CSIRO people with access to information from CSIRO Library's collections across all formats, and via inter-library loan and document delivery services. The team manages the physical library presence at Black Mountain, ACT as well as the print collection at Clayton, VIC. CSIRO Library holds approximately 17 linear kilometres of specialist science materials in its physical collections.

As a member of the Library Collections team, the Officer fulfils library collection requests, and undertakes retrieval and maintenance activities associated with physical library collections. Working as part of the Black Mountain Library team, the Officer contributes to the delivery of services associated with physical libraries and collections. A flexible approach and teamwork are essential, as well as a willingness to work across the Library to deliver high value services and functions.

Minimum onsite attendance requirement 3-4 days per week (pro-rata PT hours).

### **Duties and Key Result Areas:**

- Under direction, provide access to Library collections for CSIRO people and external requesters through collection circulation activities.
- Maintain clear communication with library users regarding processing and delivery of requests.
- Undertake collection retrieval, delivery, maintenance and checking activities, including shelving, labelling and mail processing.
- Working as part of a multi-disciplinary team, contribute to the delivery of Black Mountain Library onsite services and programs.
- Contribute to on-the-job training of Library colleagues in areas of subject matter expertise, including developing and maintaining guidelines and related documentation.
- Work collaboratively to develop and deliver high-value library services, projects and initiatives.
- As required, establish networks with other library and information practitioners to ensure that the Library continues to add value to CSIRO's operations.
- Communicate openly, effectively, and respectfully with all staff, users, and suppliers in the interests of good business practice, collaboration, and enhancement of CSIRO's reputation.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- Other duties as directed.

## Selection Criteria

### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Experience in or understanding of the delivery of services and programs relevant to physical libraries.
2. Experience in or understanding of using high-end library circulation management systems such as Alma.
3. Task organisation and time management skills and ability to meet deadlines, as well as ability to work independently and as part of a team to achieve service outcomes and key performance indicators.
4. Excellent attention to detail and ability to follow procedures and exercise judgement within agreed service frameworks.

### Desirable

1. Current Australian driver's licence.

### Required Competencies

- **Teamwork and Collaboration:** Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.
- **Influence and Communication:** Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
- **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
- **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
- **Independence:** Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.
- **Adaptability:** Accepts the need for change to work routines or technology.

### Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

The successful candidate will be required to obtain and maintain a security clearance at the Baseline level.

Lifting, scanning and photocopying is required in accordance with safe work practices.

## About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) for more information.

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

- People First
- Further Together
- Making it Real
- Trusted