

Position description

Branch Librarian

Position code:	331
Division:	Community Development and Participation
Location:	Batemans Bay Library
Band/Grade:	Professional / Specialist Band 3 Level 1 – Grade 12

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Participate in the library leadership team and oversee and facilitate programs, staff and services at the Batemans Bay library.

Effectively oversee the implementation and management of the Eurobodalla Library's various programs and events in line with the Library Services Strategic Plan.

Main duties and key result areas (KRA):

1. Coordinate the day to day operations of the Batemans Bay Library including staffing, administration and rosters and lead the team to achieve organisational and strategic objectives.

KRA: The Batemans Bay Library is run efficiently, and the library team operates effectively and harmoniously with clear guidance.

2. Coordinate and carry out Circulation, Reference and Administrative duties using the Library Management System and direct branch staff in these tasks.

KRA: Circulation, Reference and Administrative service provision meets identified needs.

3. Provide a high quality of customer service at the library for the community, Council and external organisations and participate in the library leadership team.

KRA: Evidence of high levels of satisfaction from customers and team members.

4. Assist clients with enquiries, ILL requests, research, reader education and the use of computers and equipment in the library (including regular rostered reference desk shifts).

KRA: Enquiries and ILL requests are processed accurately, and staff can demonstrate the use of equipment and electronic technology, resulting in customer satisfaction.

5. Assist the Library Manager in the development, implementation and review of library policies and procedures and direct branch staff in collection development and maintenance tasks.

KRA: Library policies and procedures implemented effectively to ensure that the collection and services are maintained and that the standard of service is consistent.

6. Oversee the training of library staff, trainees and work place students including the identification of training needs in line with organisational objectives

KRA: All staff and work place students receive training as required.

7. Within area of responsibility, ensure

- a. the application of EEO and Diversity principles, and
- b. the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA: WHS Policy and WHS system implemented together with demonstrated

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compliance with EEO and Diversity principles and practices.

8. Provide a leadership role for the Library Programs Team in the development and delivery of a range of Library programs and initiatives for various target groups including children, youth, adults, and people with special needs.

KRA: The promotion and delivery of high-quality services and innovative programs and customer experiences that increase reading, information and digital literacy outcomes for the community.

9. Plan, deliver and evaluate comprehensive services that are relevant to the needs of the UOW students and ensure that the goals as specified in the library services agreement between Council and Wollongong University are fulfilled.

KRA: Goals of the library services agreement between Council and Wollongong University are met.

Undertake other duties as directed within the skills and abilities of a position at this level.

Qualifications/experience (selection criteria)

Essential

1. Degree in a library discipline or degree and post graduate library studies recognised by the Australian Library and Information Association (ALIA).
2. Demonstrated experience in coordinating and delivering innovative and inclusive programs, including outreach programs.
3. Experience in coordinating reader education.
4. Track record of supervising staff to achieve organisational objectives.
5. Proven record of effective communication in a variety of situations.
6. Demonstrated skills in library promotion and community and interagency liaison.
7. Genuine enjoyment and positive approach towards working with the public.
8. Demonstrated ability to work quickly and effectively under pressure.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver Licence.

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

A verified clearance as a result of a Working with Children Check is a requirement for this position as well as a satisfactory outcome as a result of a National Criminal History Record Check.

Supervisor:	Coordinator Library Services
Date:	August 2026

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Conditions of employment

Position title:	Branch Librarian
Grading:	Grade 12 of Council's salary system
Salary range:	In the range of \$90,889.16 to \$99,211.03 gross per annum comprising: • \$81,151.04 to \$88,581.28 base salary • \$9,738.12 to \$10,629.75 superannuation (calculated at 12% of the base salary)
Award:	Local Government (State) Award 2026
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hours of work:	Full time, 70 hours per fortnight. Office hours are: Monday to Friday 9:00am to 5:00pm (one hour break) Occasional weekend work may be required in case of staff

absences. An allowance / shift penalty is paid for weekend work.

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from Council's Batemans Bay Library (Hanging Rock Place) and may be required to work at various locations across the Shire.

Leave entitlements: 4 weeks of annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

Upon commencement, employees are credited two weeks of Sick Leave and one week My Leave.

On each anniversary of employment, employees will be credited with an additional 2 weeks of Sick Leave and 1 week of My Leave.

Organisation chart

