Information Pack

Librarian – *Children and Youth*

Your application should be lodged online – City of Rockingham Jobs

Applications must be submitted by Monday, 23 November 2026

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to respond to each criterion during the online application process. "Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	Warnbro Community Library, 2 Swallowtail Parade, Warnbro
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Gross Salary	$86,797 per annum, plus superannuation
Tenure	Permanent, Full-Time
Hours of Work	76 hours per fortnight (work pattern is outlined on following page)
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City. • A current West Australian Working with Children Check will be required for this role. If you do not already have one, you will be required to apply for the check upon commencement.

Librarian - Children and Youth: Warnbro Community Library

	Wednesday	Thursday	Friday	Sat/Sun	Monday	Tuesday	Total
Week A	8am-5pm (8.5 hrs)	8am-5pm (8.5 hrs)	8am-5pm (8.5 hrs)	-	-	8am-5pm (8.5 hrs)	34 hours
Week B	8am-5pm (8.5 hrs)	8am-5pm (8.5 hrs)	8am-5pm (8.5 hrs)	-	8.30am-5pm (8 hrs)	8am-5pm (8.5 hrs)	42 hours

A 30-minute unpaid meal break is included in the times above, when an employee works more than five hours

The above roster is tentative and will be reviewed for any minor changes in consultation with the successful applicant. It may be changed from time to time, to meet the needs of the community we service.

Position Description

Title: Librarian – Children and Youth

Tenure: Permanent, Full time

Division: Community Development

Level: 4 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'

Position Objectives

- Provide quality services and programs to support the development of reading and literacy, and encourage lifelong learning with the majority focus given to children and youth
- Maintain, develop and promote a range of high-quality library resources
- Provide library services that meet the informational, intellectual, educational, cultural, social and recreational needs of the community
- Liaise with relevant organisations and community groups to provide coordinated and effective delivery of library services
- Actively contribute to the overall management of the library service including planning and development of programs and procedures

Organisational Relationships

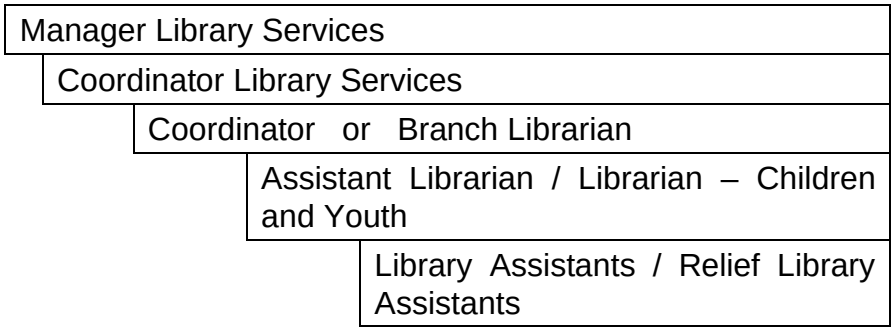
Reporting to: Branch Librarian/Coordinator

Responsible for: Nil

Membership of: Community Development

Liaison with: Managers, City of Rockingham teams, City of Rockingham residents and Library customers and clients

Organisational Chart



Key Responsibilities

- Plan, prepare and present a wide range of programs and activities to meet community needs, with a focus on children and youth, within the allocated budget
- Contribute to the development and delivery of general library programs and activities as required
- Maintain and manage library collections and resources, with a focus on meeting the needs of children and youth, within the allocated budget
- Produce, maintain and disseminate promotional material related to library resources, programs and activities using various mediums
- Identify opportunities for service development and delivery through applications for grant funding
- Establish and maintain effective working relationships with appropriate outside agencies, including State Library of Western Australia, local primary schools, and community groups, to ensure wherever possible, an effective and integrated approach to service provision
- Coordinate the booking and management of presenters and other entertainment providers in the delivery of library programs including adherence to relevant City policies and procedures including procurement
- Maintain and provide accurate statistical and outcomes based reporting of library programs and activities
- Identify and report safety and building maintenance issues using the City's reporting mechanisms
- Contribute to the development of spaces in the library building to meet the needs of the community and the programs and activities being facilitated
- Provide reference and customer service
- Exercise Duty of Care for the Library in the absence of senior officers, including securing the premises
- In the absence of other senior officers support and oversee the work of Library Assistants and Relief Library Assistants
- Through appropriate planning mechanisms provide information and reports to Branch Librarian, Coordinator, Manager Library Services on matters relating to current and future library services, with a particular focus on services for children, youth and their families

Community Development

- Engage with the community to develop relevant programs and services
- Develop partnerships both internally and externally and liaise with relevant organisations to develop and support programs and services to the community with a particular focus on children, youth and their families
- Plan and present age appropriate programs to foster enthusiasm for reading and library usage

- Contribute to the development and delivery of appropriate programming to meet the needs of the general library community
- Promote library services both in-library and as outreach to community members
- Provide expert advice and consultation concerning the suitability of information and literacy resources and material, in particular for children, youth and their families

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

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Requirements of the Job

Skills and Knowledge

- Working knowledge of child and youth development
- Well-developed IT skills
- High level of written and verbal communication skills
- Demonstrate initiative, problem solving and time management skills
- High level of customer service delivery
- Sound knowledge of local community and its information requirements
- Well-developed skills in using a variety of technologies, and an interest in using new technologies in the library space
- Interest and knowledge of services to children and youth
- Sound knowledge of collection development and stock selection principles
- Ability to communicate and relate effectively with children, youth and their parents
- Ability to work in a team environment
- Thorough knowledge and understanding of reference and information services
- Detailed knowledge of information resources within and outside public library networks
- Knowledge of Library Management applications
- Thorough knowledge of library practices, procedures and systems

Experience

- Experience in planning, promoting and implementing community programs and events
- Experience in a customer service environment
- Previous experience in a field of Young People's Services, library services or early childhood education

- Previous experience working with children in a library environment
- Previous experience in a senior role (desirable)

Qualifications, Certifications and Licences

- Tertiary qualification in Librarianship and/or Early Childhood Education (eligibility for Associate Membership of Australian Library and Information Association (ALIA)
- Current Working with Children Check
- Current 'C' class driver's licence

Functional Requirements of the Job

LEGEND (averaged across an 8-hour shift)	
R = Rare (1.5% of shift)	1 – 24 min
O -= Occasional (6-33% of shift)	25 min – 2 hr 38 min
F = Frequent (34-66% of shift)	2 hr 39 min –5 hr 15 min
C = Constant (67-100% of shift)	5 hr 16 min - 8 hr
Rep = Repetitive	Task is performed numerous times using the same body movements
S = Sustained	Actions or postures which are held for a prolonged period of time (> 60 seconds)

POSTURAL TOLERANCES	**TASK FREQUENCY**					
	R	**O**	**F**	**C**	**Rep**	**Sus**
Standing		X				X
Walking			X			
Sitting			X			X
Lying	X					
Forward bent posture		X				
Forward reach				X	X	
Overhead reach	X					
Squatting / kneeling		X				
Static neck postures			X			X
Dynamic neck movement			X			
Crawling	X					
Stair climbing		X				
Ladder climbing	X					
Other climbing	X					
Trunk twisting / lateral flexion		X				
Hand function (grip and dexterity)				X		

POSTURAL TOLERANCES	TASK FREQUENCY					
	R	O	F	C	Rep	Sus
Foot movement		X				

WEIGHTED TOLERANCES	TASK FREQUENCY					
	R	O	F	C	Rep	Sus
Floor to Waist Lifting		Up to 12kg				
Waist to Shoulder Lifting	Up to 2kg					
Overhead Lifting	Up to 2kg					
Carrying	X					
Pushing	Up to 50kg	Up to 15kg				
Pulling	Up to 50kg	Up to 15kg				

ENVIRONMENT	EXPOSURE FREQUENCY					
	R	O	F	C	Rep	Sus
Inhalable Dust	X					
High Noise Levels	X					
Vibration exposure – hand/arm	n/a					
Vibration exposure – whole body	n/a					

PPE (PERSONAL PROTECTIVE EQUIPMENT) REQUIREMENTS
Employee is required to wear closed in shoes (own cost)

Scope of Position

The Librarian – Children and Youth:

- Has the authority to make recommendations to the Manager Library Services and/or Coordinator Library Services
- Provides specialist professional advice
- Freedom to act governed by clear objectives and budget constraints
- Has the authority for day to day operational decision making
- Prioritises own work to ensure all tasks are performed within a satisfactory time frame
- Exercises initiative and/or judgement within clearly established procedures and guidelines

Authorised Officers

This role is listed as an authorised person appointed by the Local Government and/or the Chief Executive Officer of the City of Rockingham. Authorised persons are appointed to exercise decision-making powers for specific legislation.

There may be limits on the authorisation. Some legislation may require the authorised person to have an authorisation certificate. The authorisation certificate(s) must be in possession of the officer when exercising powers as an authorised person.

Certification

Approved by	Manager Library Services	Date reviewed	October 2026

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume **(Required)**	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application. **If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.**
Covering Letter (Optional)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification. Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au or by calling 08 9528 0333.