

Job Description : Information Services Officer (Library and Records)

POSITION TITLE:	Information Services Officer (Library and Records)
POSITION NUMBER:	IS005
CLASSIFICATION LEVEL:	CL4 – CL5
POSITION LOCATION:	27 Stuart Highway, Alice Springs
RESPONSIBLE TO:	Information Services Coordinator (Preservation)
LAST REVIEWED:	April 2023

KEY FUNCTIONS

Information Services' objectives are to support organisational goals by managing, preserving and providing continuing access to CLC's business information and cultural heritage assets and resources. Further, to optimise the use and value of information assets and resources by building the information literacy skills of staff. The section is accountable for the provision of collection preservation, storage and access services. CLC records consist of paper-based files, audio visual and digital records, bound volumes, photographs, maps and other objects and formats.

The core function of this role is to support the Information Services team in the day-to-day operations of the library and records.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

Library & Records– Support

1. Technical duties, e.g. shelving, shelf-checking, catalogue search, circulation, legal deposit
2. Reference research and data management
3. Event support and training
4. Registry, e.g. Incoming and outgoing mail, Laminating
5. Records retrieval, assignment and return; paper record creation
6. Preservation support, e.g. digitising, format shifting
7. Stakeholder liaison
8. Establish and maintain effective liaison with other operational sections within the organisation
9. Assist in the development of appropriate skills, experience and expertise of Aboriginal staff
10. Other duties that are safe, legal, logical and responsible with being within limits of employee's skill, competence and training consistent with the classification structure

MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act 1976
- Anti-Discrimination and Privacy Legislation
- Australian Library and Information Association Guidelines for Australian Special Libraries
- Archives Act 1983
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Policies and Procedures
- CLC Risk Management Plan
- Copyright Act 1968
- Corporations Act 2001
- Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)
- Crimes Act 1914
- Electronic Transactions Act 1999

- Evidence Act 1995
- Freedom of Information Act 1982
- Industrial Relations Legislation
- Native Title Act 1993
- Northern Territory Aboriginal Sacred Sites Act
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Relevant Australian and International Standards
- Work Health & Safety Act (Cth) 2011
- Workers Compensation Legislation

WORKING RELATIONSHIPS

- Reports to and receives direction from Information Services Coordinator (Preservation).
- Work collaboratively with all other staff of the Information Services team in making positive contributions to the CLC's performance
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

ESSENTIAL

1. Relevant qualifications or experience in Registry, Records and Library Services
2. Experience in or knowledge of an Electronic Document and Records Management System (EDRMS) such as Content Manager
3. Information Retrieval and searching databases and the internet for journals and other resources, ability to learn new programs and systems quickly.
4. Proficient in Microsoft Office, particularly, Outlook, Word, and Excel
5. Keeping confidentiality at all times, applying and adhering to restrictions, handling (culturally) sensitive materials appropriately
6. Safe Manual Handling of Records and Library Materials, i.e. lifting and pushing/pulling trolleys.
7. Experience in Customer Service and maintaining a helpful and friendly attitude. Being diligent, reliable with attention to detail
8. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people.
9. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.
10. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
11. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
12. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.

DESIRABLE

1. Experience working in remote areas
2. Experience working in an Aboriginal Organisations or cross-cultural environment.
3. An awareness and understanding of the overall context in which the Central Land Council operates.

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