

## POSITION DESCRIPTION

# Library & Cultural Officer

Position	Library & Cultural Officer
Classification Level	Level 1
Location	Wadeye
Reports to	Council service Manager

## ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, a number of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

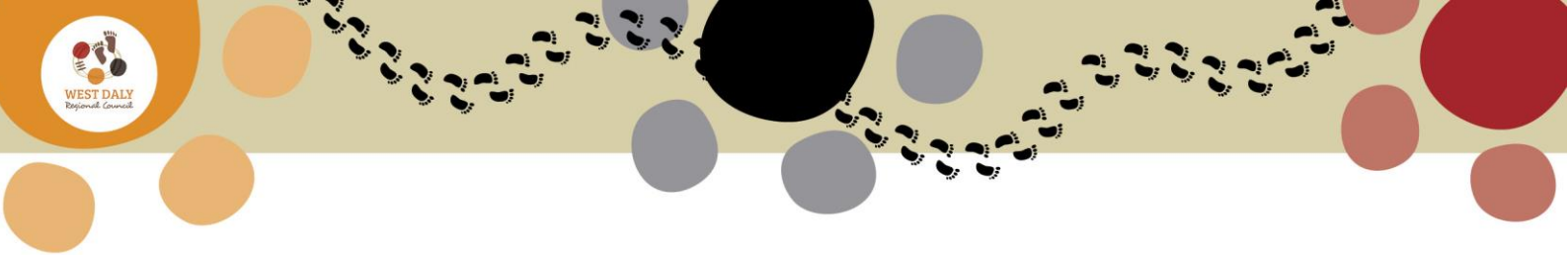
A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

### The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

## ATTRIBUTES

- Service** Work performed is of the highest quality, innovative and solutions focused.
- Ethical** Applies the highest standards of integrity and ethical conduct.
- Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.
- Discretion** Makes appropriate decisions, sound judgements and communicates effectively.
- Safe** Work practices performed apply and promote Work Health Safety standards.



## POSITION

This position is provide accurate translation and record management services to the community.

To provide ready assistance to customers in the use of all library resources including;

- Providing reference information services to customers including on-line searches of available databases.
- Assisting in resolving problems for/with customers as required.

## ROLE RELATIONSHIPS

Internal	External
Council Service Manager	Government Representatives
Service users	Community Organisation Representatives
Service Staff	Local Government Of the Northern Territory (LGANT) staff
Council Staff	Consultants
	Community members

## DUTIES

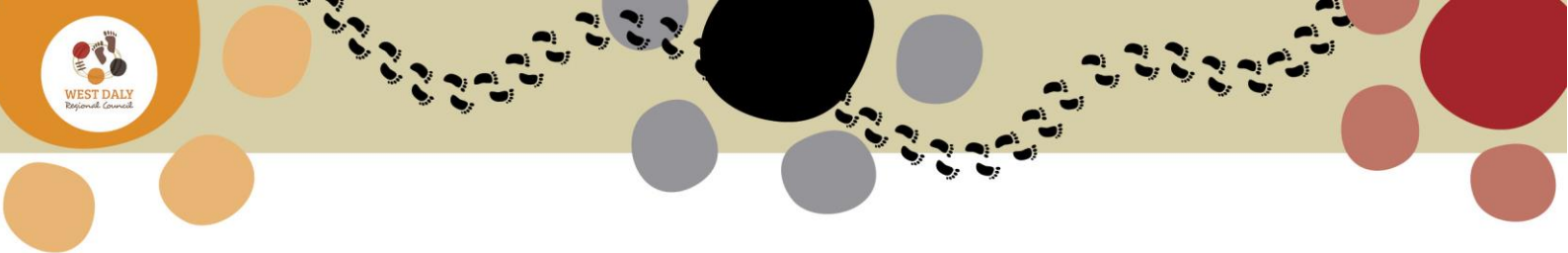
### Primary Tasks

- Maintain consistent, defined standards for the provision of services to the public.
- To plan, prepare and conduct library activities and programs for children, youth and other community members.
- Handling desk duties, processing loans (outstanding and return) and enquiries, including Inter Library Loan Requests.
- To provide a translation service for the members of the community and also assist in the interpretation of regional documents into English.
- Maintain accurate records management of regional historic and official documents by transferring to computer databases and archiving in secure storage areas.

## RESPONSIBILITY/ACCOUNTABILITY

### Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.



### Work Health & Safety

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- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the WHS Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

### General

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- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Manager.

## SELECTION CRITERIA

### Essential Qualifications & Experience

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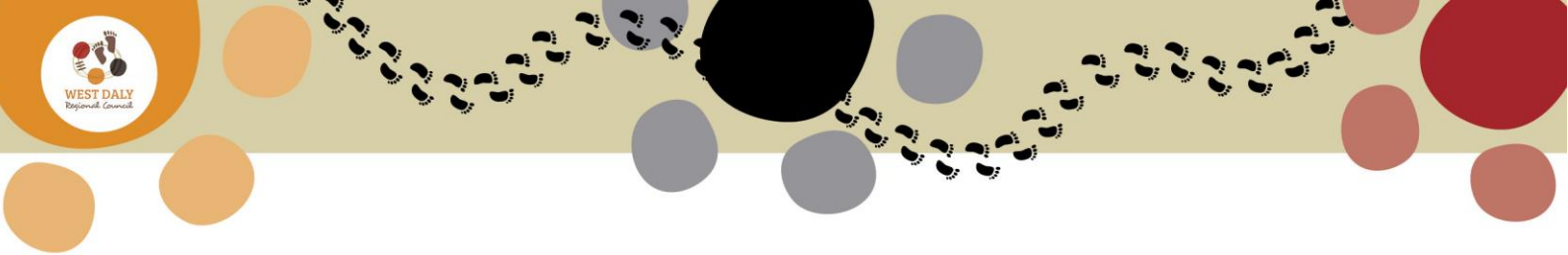
- Knowledge of issues affecting indigenous people in remote locations Current Northern Territory Driver's Licence.
- Librarian qualifications or experience.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction)

### Knowledge, Skills & Abilities

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- Proven administrative skills in an office environment and ability to manage a small budget.
- Demonstrated cross-cultural communication skills.
- Demonstrated Organisational skills.
- Sound knowledge of the principles of Occupational Health & Safety.
- Ability to utilise a range of computer programs.
- Ability to order office supplies and maintain office equipment.
- Proven ability to work as part of a small team.

## APPROVAL



Matthew Eastham ASM  
**Chief Executive Officer**

Dated: \_\_\_\_\_

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