

## Position description

<b>Title:</b>	<b>Graduate Librarian</b>	<b>Position Number</b>	<b>3922</b>
<b>Classification:</b>	Level 4		
<b>Hub:</b>	Community	<b>Program Area:</b>	Library & Family Services
<b>Reports to:</b>	(Senior) Coordinator Library Systems & Collections		
<b>Direct Reports:</b>	NIL		

## Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

## Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, liveable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

## Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



## Position objective

The Graduate Librarian supports collection development and collaborates with multiple teams to ensure the library delivers consistent, accessible, and inclusive services to the community. This role is responsible for staff training, maintaining documentation, and assisting with the library's catalogue, databases, and statistics. Additionally, the graduate Library will contribute to projects aimed at enhancing library systems and processes to deliver modern and relevant library services to our diverse community.

## Key result areas

### Corporate identity



- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.

### Service delivery

- Lead projects related to collection development, programs, and operational improvements to ensure library services meet the diverse needs of the community, as required.
- Maintain internal business instructions and other operational documents across the library service, ensuring they are up-to-date, consistent, tracked, and updated in collaboration with relevant staff.
- Contribute to the library's social media and marketing efforts by creating, curating, and scheduling content, including social media posts, flyers, and posters, to promote services, programs, and collections in an engaging and accessible way.
- Assist in curating a library collection that reflects the community's diversity, including materials that cater to various cultural backgrounds, languages, and perspectives.
- Collect, organise, analyse, and disseminate library statistical data with attention to detail and accuracy, using pivot tables, formulas, and other Excel tools to effectively present trends and support data-driven decision-making.
- Deliver inductions and training sessions for library staff on library systems, equipment, and other relevant topics, including the Library Management System, PC and Room booking software, RFID equipment, eResources, and library printers.
- Generate reports from the Library Management System, export data to Excel, and apply basic filtering and formatting to support the Collections Librarian and team in maintaining the collection. This includes monitoring hold levels on library items, flagging high-demand titles for review, and preparing weeding lists.
- Participate in stocktaking activities across all City of Darwin Libraries.
- Record statistical data accurately and assist with maintaining the library's databases and catalogue.
- Ensure Library customers are provided with a positive, proactive and responsive customer service experience.
- Engage, support and connect library users with services, resources and activities.



- Assist customers in the library with general enquiries and the use of technology.
- Support customers in the use of self-serve technologies, computers, tablets and mobile devices, including social media and eBooks.
- Explain procedures and regulations to library customers.
- Participate in library activities and attendance at special events.
- Maintain order of library collections through shelving, sorting and shelf reading.

## Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (i.e. probation reviews and annual performance appraisals) as required.

## Workplace health and safety

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

## Position prerequisites

- Bachelor of Information Studies or equivalent allowing *eligibility for ALIA professional membership – Associate* or due to graduate within 12 months
- OR Minimum three (3) years' of relevant library work experience and hold a Bachelor's qualification in an allied field, such as Community Services or STEAM disciplines.
- Working with Children Clearance (Ochre card).
- Flexibility to work at multiple library locations.
- Ability to work within a library roster, including evenings and weekends.

### Desirable

- Possession of a Class C Drivers Licence.



APPROVED BY:

A handwritten signature in black ink, appearing to read "S. Rose".

Date: 8/5/2025

Executive Manager Library & Family Services

### Employee Acknowledgement

I, \_\_\_\_\_ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

