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## POSITION DESCRIPTION

### General Stream Band 1 to Band 8

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<b>POSITION TITLE:</b>	Information Services Librarian
<b>Entity</b>	Legislature - General
<b>Unit</b>	Library and Research Services
<b>Reports To (role)</b>	Manager, Library and Research Services
<b>Direct Reports:</b>	Library and Research Team
<b>Award and Band Level</b>	Tasmanian State Service Award Professional Band 2
<b>Employment status</b>	Permanent Full Time
<b>Full Time Equivalent (FTE)</b>	1.0
<b>Ordinary Hours per week</b>	Average of 36.75 hours per week with additional reasonable hours as required of the role. The position may require working extended and unpredictable hours during sittings of Parliament with work being undertaken outside normal hours.
<b>Location</b>	Parliament House, Hobart, Tasmania



**RESPECT**



**INTEGRITY**



**TRUST**



**INCLUSIVITY**



**EMPOWERMENT**



**COLLABORATION**

## About Us

The Parliament of Tasmania is a meeting place where elected representatives meet to make laws, authorise the expenditure of public funds, scrutinise the government of the day and give a voice to their constituents in the electorates. The Parliament is made up of three separate entities consisting of:

- House of Assembly – which provides services to the Members of the House of Assembly, including chamber and committee support in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislative Council – which provides services to the Members of the Legislative Council, including chamber and committee support, in the discharge of their constitutional and parliamentary responsibilities as elected Members.
- Legislature -General – which provides joint services to support Members of Parliament, officers, and staff of the Parliament. These services broadly relate to building and facilities, engagement and visitor services, finance, ICT, library and research services, parliamentary reporting services, and people & culture.

## Why work at Parliament of Tasmania

- A unique opportunity to contribute to democracy in Tasmania
- Develop capability in delivering innovative, responsive, and impartial professional services.
- A supportive environment to enable our people to do their most purposeful and rewarding work.
- Deliver value that makes a real impact
- Generous leave provisions and benefits
- This might be your best role ever

## Position Purpose

The Information Services Librarian coordinates the delivery of high-quality parliamentary library and information services, including managing systems, ensuring best practice collection and metadata standards, coordinating service operations, and driving continuous improvement through projects, analytics, training, and effective stakeholder engagement.

Reporting to the Manager, Library and Research Services, the role supervises day-to-day library operations and provides specialist technical guidance to library staff. The position contributes to service improvement initiatives and ensures services are delivered in accordance with established policies, procedures and parliamentary standards of confidentiality, accuracy and impartiality.

## Key Accountabilities/Duties

- Supervise and support library staff on a day-to-day basis, providing technical guidance, mentoring and contributing to performance development discussions.
- Coordinate the operational delivery of library and information services, ensuring timely, accurate, confidential and responsive support to parliamentary clients.
- Maintain and administer library collections, discovery tools and information systems in accordance with established policies, metadata standards, and information management practices.
- Lead the development, review and implementation of policies, procedures and service standards for library and information services, ensuring best-practice collection management, cataloguing and metadata standards aligned with contemporary information management frameworks.
- Identify and contribute to service improvement opportunities, including enhancements to digital discovery, information systems, workflows and access to information resources.
- Provide specialist advice within area of expertise to Members, committees and parliamentary staff, escalating complex or sensitive matters to the Manager as required.
- Liaise with internal stakeholders and external suppliers to support access to information resources and maintain professional practice standards.
- Perform any other allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from an occupant at this classification level.

<b>Key Challenges</b>
<ul style="list-style-type: none"> <li>• Managing competing priorities and fluctuating workloads driven by parliamentary sittings and committee schedules.</li> <li>• Maintaining high standards of accuracy, confidentiality and responsiveness in a time-sensitive environment.</li> <li>• Supporting staff capability while balancing operational demands.</li> <li>• Adapting to evolving information systems and digital service requirements within established strategic direction.</li> </ul>

<b>Key Relationships</b>
<ul style="list-style-type: none"> <li>• Internal: Members of Parliament, Clerks of both Houses, Executive Director Legislature-General, Program Director, Digital Transformation, Manager, Library and Research Services, staff.</li> <li>• Information suppliers, professional networks and service providers as required.</li> <li>• Library and Information Services staff – provide leadership, supervision, mentoring, and professional guidance.</li> </ul>

<b>Level of responsibility</b>
<p>The Information Services Librarian has responsibility for:</p> <ul style="list-style-type: none"> <li>• Works with limited supervision within established policies, procedures and frameworks.</li> <li>• Exercises sound professional judgement in coordinating operational activities and resolving routine and moderately complex matters.</li> <li>• Responsible for the quality and consistency of assigned work and the coordination of team outputs.</li> <li>• Escalates complex, high-risk or sensitive issues to the Manager.</li> </ul>

<b>Essential requirements</b>
<ul style="list-style-type: none"> <li>• Tertiary qualifications in Library or Information Science that are recognised by professional bodies as library qualifications.</li> <li>• Demonstrated experience in library and information services, including the coordination and support of staff within a service delivery environment.</li> <li>• Strong knowledge of contemporary library operations, including information resources, discovery tools, metadata standards, and current information management practices.</li> <li>• Proven experience with library and information management systems - including diagnosis of library systems issues, liaising with stakeholders and implementing strategic or technical solutions.</li> <li>• Demonstrated expertise in collection management, including acquisition, cataloguing/indexing, access, preservation, and the development or documentation of associated policies and procedures.</li> <li>• Demonstrated ability to deliver high quality, client focused services in a complex, confidential and high pressure environment, supported by well-developed communication skills, including provision of clear written reports, authoritative advice, and effective client engagement.</li> <li>• It is a condition of your employment that you must be an Australian citizen or permanent resident, a New Zealand citizen, or hold a current visa which allows you to work in Australia.</li> <li>• It is a condition of your employment that you are deemed to be of suitable character. This assessment will be subject to a satisfactory result from a Nationally Coordinated Criminal History Check.</li> <li>• It is a condition of your employment that you are assessed as being fit for duty to perform the duties of your role. To determine your fitness for duty, you may be asked to provide a declaration of your health status, including disclosure of pre-existing medical conditions.</li> </ul>

Desirable requirements
<ul style="list-style-type: none"> <li>• Experience in parliamentary, government, or public sector environments.</li> <li>• Understanding of parliamentary processes and the information needs of elected Members.</li> <li>• Experience leading or contributing to digital transformation initiatives, particularly those involving library systems, discovery platforms, workflow automation, or improvements to client access and online services.</li> <li>• Knowledge of emerging trends in library technology, such as AI assisted discovery, linked data, metadata automation, digital preservation, or next generation library systems.</li> <li>• Project management capability, including experience with scoping, planning, risk management, and delivering outcomes within time and resource constraints (formal project management training is advantageous but not required).</li> </ul>

Selection Criteria	
Capability Name	Capability Indicators
<p><b>Judgement, common sense and strategic thinking</b> applied to identify and analyse problems/key issues, determine alternative approaches and assess their consequences, and provide advice and recommendations.</p>	<ul style="list-style-type: none"> <li>• Provides authoritative and consultative advice on specialised area;</li> <li>• Presents logical arguments and evidence based conclusions for decision making;</li> <li>• Identifies strategic issues and risks and factors them into planning, decision making and priority setting.</li> </ul>
<p><b>Delivers quality results</b> by managing self, time and resources and prioritise work to deliver outcomes on time. Accept responsibility and be accountable for quality of work to both internal and external clients.</p>	<ul style="list-style-type: none"> <li>• Establishes and reviews work plans to deliver objectives effectively;</li> <li>• Contributes to and co-ordinates input from others and negotiates changes to outputs, deadlines and resources;</li> <li>• Promotes and contributes to a client focus and continuous improvement;</li> <li>• Effectively manages self and team to deliver high standard of client focus and work quality.</li> </ul>
<p><b>People and leadership skills</b> evidenced by working co-operatively as part of a team or group. Manages others effectively, models leadership behaviours and leads by example to deliver positive business outcomes.</p>	<ul style="list-style-type: none"> <li>• Leads, informs, influences and mentors in areas of expertise, and promotes broad objectives;</li> <li>• Actively contributes to a positive team environment and uses networks to obtain results;</li> <li>• Provides, seeks, values and acts upon constructive and regular feedback;</li> <li>• Promotes and shares learning and seeks opportunities for self-development.</li> </ul>
<p><b>Communicates effectively</b> with colleagues and external stakeholders adapting communication styles to suit different situations.</p>	<ul style="list-style-type: none"> <li>• Prepares documentation to a high level and prepares drafts of more complex interpretive material;</li> <li>• Confidently and clearly informs stakeholders with regard to complex information and concepts;</li> <li>• Represents department in area of expertise, negotiates and influences outcomes both internally and externally.</li> </ul>
<p><b>Builds &amp; maintains productive working relationships</b></p>	<ul style="list-style-type: none"> <li>• Establishes co-operative relationships with clients and stakeholders to identify service</li> </ul>

<p>with colleagues, clients and stakeholders (both internal and external) with a demonstrated capability to nurture relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people.</p>	<p>requirements and to plan effectively for their delivery;</p> <ul style="list-style-type: none"> <li>• Facilitates and promotes co-operation and awareness between work areas and organisations;</li> <li>• Seeks feedback from stakeholders to gauge satisfaction;</li> <li>• Proactively and persuasively conveys information and advice to external and internal stakeholders.</li> </ul>
<p><b>Change responsiveness</b></p> <p>evidenced by an individual's response and approach to change including their ability to positively adapt, manage and implement change.</p>	<ul style="list-style-type: none"> <li>• Identifies and initiates change at the team/area/whole of department level and contributes to and supports change across all levels;</li> <li>• Leads change and supports others to adjust to change;</li> <li>• Responds positively and effectively to unexpected change and manages own and others' expectations;</li> <li>• Assesses the impact of change; identifies and implements solutions to support change agenda.</li> </ul>
<p><b>Professional ethics</b></p> <p>Demonstrated capability to be ethical and professional.</p>	<ul style="list-style-type: none"> <li>• Consistently behaves in a manner that complies with our Code of Conduct, Core VALUES, and our policies and procedures.</li> <li>• Recognises impact of own behaviour on others and modifies behaviour accordingly.</li> <li>• Develop understanding of own capabilities and seek opportunities for personal and professional development.</li> <li>• Values people for their contribution.</li> </ul>