



Shire of
Narrogin
Love the life



Employment Package

Library Officer

Your Career. Our Community. A Shared Future

SHIRE OF NARROGIN | WESTERN AUSTRALIA

Shire of Narrogin

About Narrogin

Located approximately two hours southeast of Perth, the Shire of Narrogin is a vibrant regional community in Western Australia's southern Wheatbelt, surrounded by rolling hills, natural woodlands and rich agricultural landscapes. Situated on the traditional lands of the Noongar people of the Gnaala Karla Booja region, Narrogin is home to approximately 4,500 residents and serves as a key commercial, agricultural and service centre for surrounding communities. Combining country charm with modern conveniences, Narrogin offers an appealing regional lifestyle with easy access to Perth and neighbouring towns.

Narrogin offers excellent healthcare, education, retail and recreational facilities, complemented by a welcoming community and a strong regional economy. As a major service centre, the town provides diverse employment opportunities across local government, healthcare, education, agriculture and business. Working with the Shire of Narrogin offers the opportunity to build a rewarding career, develop professionally and make a meaningful contribution to the community. With its balance of career opportunities, essential services and relaxed country living, Narrogin is an ideal place to live, work and grow.

A thriving regional community



Great location



Strong community



Lifestyle & recreation



Excellent services



Growing opportunities

Working with the Shire of Narrogin

Governed by a Council of seven elected members, including a publicly elected Shire President, the Shire of Narrogin is committed to delivering quality services, supporting community wellbeing and promoting sustainable regional development in accordance with the *Local Government Act 1995*.

As an Equal Opportunity Employer, the Shire fosters an inclusive and collaborative workplace guided by five core values: Accountability, Respect, Excellence, Trust and Teamwork. Our employees play a vital role in serving the community while enjoying opportunities for professional growth and work-life balance.

The Shire offers a range of benefits and opportunities, subject to position and employment eligibility, including:



Health and Wellbeing

Health and wellbeing programs, including confidential counselling support.



Rostered Days Off (RDO)

RDO and flexible working arrangements to support work-life balance.



Salary Packaging

Salary packaging options available for eligible employees.



Recreation

Discounted gym and swimming pool memberships at the Narrogin Regional Leisure Centre.



Superannuation

Up to 15% employer superannuation contributions (12% statutory plus up to 3% matching for eligible employees).



Professional Development

Training, professional development and study assistance.



Leave Entitlements

Annual leave loading and long service leave entitlements.



Career Opportunities

Career progression and internal advancement opportunities.

The Opportunity

Position Overview

Position Title:	Library Officer
Department:	Community and Economic Services (Library Services)
Responsible To:	Library Technician
Employment Type:	Casual
Hours of Work:	To be discussed
Award Level:	LGIA 2020 – NSI Award Level 3
Location:	R. W. (Bob) Farr Memorial Library

About the Role

Join the Shire of Narrogin's Library Services team and contribute to the delivery of welcoming and accessible library services to the community.

Based at the R. W. (Bob) Farr Memorial Library, this position involves assisting with daily library operations, supporting community programs and providing friendly customer service. The role is well suited to an organised, approachable individual who enjoys working with people and is willing to learn.

KEY RESPONSIBILITIES

- Provide friendly and professional customer service to library visitors.
- Assist with book loans, returns, memberships and enquiries.
- Help maintain library collections, displays and records.
- Assist customers with computers and digital resources.
- Support library programs, activities and community events.
- Assist with local history and collection activities.
- Undertake general administrative and recordkeeping tasks.
- Work collaboratively with library staff and volunteers.
- Maintain a safe, organised and welcoming library environment.

QUALIFICATIONS

- Good written and verbal English communication skills.
- Basic computer, internet and keyboard skills.
- Sound literacy, numeracy and organisational abilities.
- Ability to provide friendly and professional customer service.
- Ability to work independently and as part of a team.
- Willingness to learn library systems and procedures.
- Current C Class Driver's Licence.
- Current Working with Children Check and National Police Clearance.
- Previous library or customer service experience (desirable).
- Library-related qualifications (desirable).



The Package

SALARY PACKAGE

Component	\$ Minimum (per annum)	\$ Maximum (per annum)
Salary*	\$51,910	\$51,910
Over Award Payment	-	\$5,276
Total Salary Payable	\$51,910	\$57,185
Superannuation @ 12%	\$6,229	\$6,862
Matching Superannuation @ 3 %	\$1,557	\$1,716
Leave Loading 17.5% (not payable to contract or casual employees)	\$699	\$770

ADDITIONAL BENEFITS



Vehicle
Provision**

N/A



Housing
Allowance

N/A



Phone
Allowance

N/A



Uniform
Allowance

To be Provided



Gym Membership (full)
50% discount

\$606



Rostered Day Off

19-Day Working Month (One accrued rostered day off every four weeks)



Notes:

* The package is calculated on a full-time wage of 76 hours per fortnight for a full year. Wages will be paid on actual hours worked.

** Unrestricted Private Use (radius if 250km) from Narrogin Townsite.

HOW TO APPLY

Application Requirements

- Current résumé.
- Cover letter outlining their interest and suitability for the position.
- Written response addressing the Selection Criteria in the Position Description.
- Contact details of at least two professional referees, preferably current or recent supervisors.
- Applicants must submit all required documents to be considered for the position. Candidates who demonstrate their suitability against the Selection Criteria may be shortlisted for an interview.

Pre-Employment Checks

The preferred applicant may be required to undergo qualification, identity and employment history verification, National Police Clearance, medical assessment and drug and alcohol screening.

Interviews

Applicants must provide a current phone number and email address. Shortlisted candidates may be invited to interview at the Shire Administration Office or the position's designated work location.

Equal Employment Opportunity

The Shire of Narrogin is committed to equal opportunity, inclusion and merit-based recruitment.

Application Submission and Enquiries

Email your application to hrpayrollofficer@narrogin.wa.gov.au. Applications will be accepted on an ongoing basis.

For enquiries, visit www.narrogin.wa.gov.au or contact HR/Payroll Officer on (08) 9890 0900 or via email above.



Position Description

Library Officer

POSITION DETAILS

Position	Library Officer
Directorate:	Corporate and Community Services
Department:	Community and Economic Services
Position Classification:	LGIA 2020 – NSI Award Level 3
Employment Type:	Casual
Location of Work:	R. W. (Bob) Farr Memorial Library

ORGANISATIONAL RELATIONSHIPS

Responsible to:	Library Technician
Supervision of:	Volunteers (as required)
Internal and External Liaison	
Internal:	Manager Community and Economic Services Library Services Team
External:	Library Customers General Public Community Organisations State Library of Western Australia Library Board of Western Australia

POSITION WITHIN THE ORGANISATION



POSITION OBJECTIVES

- Deliver high-quality customer service and operational support across library services, ensuring an accessible, welcoming and inclusive environment for all community members.
- Support the delivery of engaging library programs, activities and resources that promote literacy, lifelong learning, digital inclusion and community participation.

KEY DUTIES AND RESPONSIBILITIES

Library Operations and Customer Service

- Provide friendly and professional customer service to library visitors.
- Assist with book loans, returns, memberships and enquiries.
- Help maintain library collections, displays and records.
- Assist customers with computers, online resources and library services.
- Maintain a clean, organised and welcoming library environment.

Programs, Events and Community Engagement

- Assist with library programs, activities and community events, particularly adult programs.
- Help prepare promotional materials and encourage participation in library activities.
- Support local history research and digitisation activities.

General Administration and Team Support

- Assist with basic administrative tasks and recordkeeping.
- Work collaboratively with library staff and volunteers.
- Provide guidance to volunteers and casual staff as required.
- Follow Shire policies, procedures and workplace safety requirements.
- Undertake other duties within the scope of the position as directed.

SELECTION CRITERIA

Qualifications

- Current C Class Driver's Licence.
- Current Working with Children Check.
- Current National Police Clearance.
- Library-related qualifications (desirable).

Experience

- Previous experience in customer service or a similar role (desirable).
- Experience in a library environment (desirable).

Skills

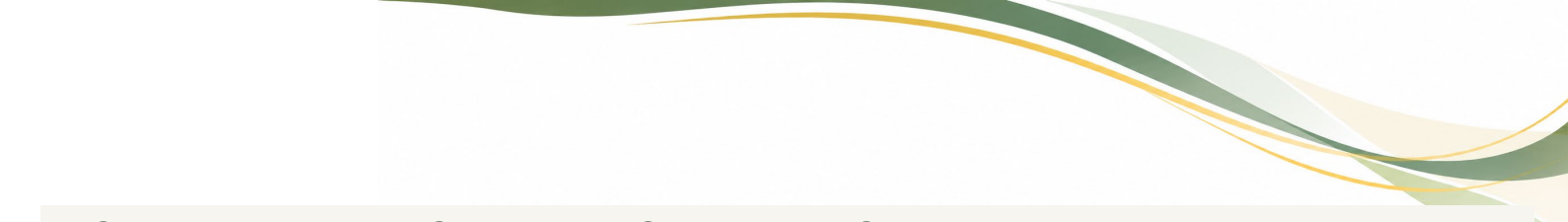
- Strong commitment to providing friendly and professional customer service.
- Ability to communicate clearly and effectively in written and spoken English.
- Basic proficiency in using computers, internet applications and digital systems.
- Sound literacy, numeracy and organisational abilities.
- Ability to work independently and as part of a team.
- Friendly, reliable and willing to learn.

Knowledge

- Basic understanding of library services and resources.
- Interest in books, reading and community activities.
- Familiarity with library systems and digital resources (desirable).
- Awareness of inclusive and accessible customer service.

EXTENT OF AUTHORITY

- Operates under the general direction of the Library Technician and Library Coordinator, in accordance with established Shire policies, procedures and operational guidelines.
- Exercises appropriate judgement in routine library operations, customer service and administrative activities within the scope of the position.
- Provides guidance and day-to-day support to volunteers and casual Library Officers as required.
- Assists with the coordination and delivery of library programs and activities within approved operational arrangements.
- Refers complex, sensitive or non-routine matters to the Library Technician or Library Coordinator.
- Undertakes responsibilities within the scope of the position, established authority and applicable legislation.



WORK HEALTH AND SAFETY REQUIREMENTS

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.



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