



Officer – Reading, Learning & Community – 2 POSITIONS AVAILABLE

Permanent Part Time

Specific Engagement

Position 282 - 73 hours per 4 week roster

Position 283 - 73 hours per 4 week roster

Commencing October/November 2026

Band 3 (\$66,388 – \$72,396) p.a. PRO RATA + Super

Heidelberg West Library - Be involved in the opening of our new branch!

This position includes some evening and weekend shifts

About the Role

Yarra Plenty Regional Library has an exciting opportunity for two permanent part-time Officers – Reading, Learning & Community to join our team at the new Heidelberg West Library.

As one of YPRL's newest branches, Heidelberg West Library is growing its presence in a vibrant and diverse community. This is an exciting opportunity to help shape a library service that supports reading, learning and meaningful community connections.

What You'll Do

- Deliver outstanding customer service and support customers with library products, services and resources.
- Provide Readers' Advisory services and promote a love of reading.
- Assist with programs, promotions, displays and events that encourage community engagement.
- Undertake core library operations, including circulation and collection maintenance.
- Contribute to daily branch operations and support a positive, collaborative team culture.
- Deliver Storytimes as part of branch programming.

About You

You are a passionate and customer-focused professional who enjoys connecting people with books, information and opportunities to learn.

You bring:

- Excellent customer service and communication skills and experience.
- Strong knowledge of library services, collections and resources.
- A genuine enthusiasm for reading and Readers' Advisory.
- Sound technology skills, including Microsoft Office, email, internet and social media platforms.
- Strong attention to detail and experience maintaining library collections.
- Confidence managing challenging situations professionally, including Occupational Violence and Aggression incidents.

- The ability to build positive relationships with people from diverse backgrounds. Knowledge of, or experience working with, First Nations and Somali communities will be highly regarded.

Most importantly, you are friendly, adaptable and committed to creating a welcoming and inclusive library experience for everyone.

If this sounds like you, we'd love to hear from you.

How to Apply

Before applying for this position, applicants should read the Position Description.

To submit an application for this role, please prepare a statement addressing a response to the selection criteria, along with your current Resume and apply via Seek.

Please ensure you list which positions you would like to be considered for in your cover letter (e.g. Position 282, Position 283 or 'both positions') in your application.

This position will close on **Sunday 23 August at 11.59pm.**

Interviews will be given to all eligible employees who fully meet and address the key selection criteria. Please note that if you do not satisfactorily meet the key selection criteria you may be excluded from interview.

Further Information

For more information on the responsibilities of this role, and for the selection criteria, please refer to the Position Description or Coralie Kouvelas on ckouvelas@ypri.vic.gov.au

****Appointment to this role is subject to a satisfactory National Police Record Check, and Employment Working with Children Check. Applicants must have permanent working rights in Australia to be considered for this position.***