



Technician - Reading, Learning and Community

Permanent Part Time

Commencing mid January 2026

Specific Engagement – 69.25 hours per four week period

Band 4 (\$72,802 - \$78,473) PRO RATA + Super

Whittlesea and Diamond Valley Library

About the Role

We have an opportunity for a permanent part-time Technician – Reading, Learning & Community at Whittlesea and Diamond Valley Library.

Our Technicians provide a high standard of service to Yarra Plenty Regional Library customers and to the wider community. The ideal candidate will demonstrate a courteous and effective communication style, with the ability to interact with both children and their parents. The successful incumbents will provide a high level of customer focus and will actively encourage enthusiasm for reading in children. If you have knowledge and/or experience in assisting with or delivering programs or activities, we want to hear from you.

As a Technician – Reading, Learning & Community your responsibilities will include:

- Responding to a wide range of customer information and reference needs and requests by utilising branch collections, products and services.
- Provision of Readers Advisory services that demonstrate a good understanding of the process, combined with high level reading knowledge.
- Performing a range of library operations that support customers in a self-serve environment based on high level knowledge of library products and services, including circulation and collection maintenance duties.
- Maintaining a high level of customer focus by responding to customer needs, assisting with promotional activities, functions and displays, (including the coordination of book groups) and participating in the provision of Public Participation services to grow library membership and usage.

You will contribute to the planning and achievement of the branch and regional objectives through actively participating in planning and staff meetings by contributing to the role of the library as a place for reading, learning and community.

This position also requires the delivery of regular Storytimes.

Roster Details

Week 1

Monday: 12.45pm – 5.15pm (Whittlesea)
Wednesday: 8.45am – 5.15pm (Whittlesea)
Friday: 8.45am – 5.15pm (Whittlesea)
Saturday: 9.45am – 1.15pm (Whittlesea)

Week 2

Tuesday: 12.45pm – 5.15pm (Whittlesea)
Wednesday: 1.00pm – 8.45pm (Whittlesea)

Week 3

Wednesday: 8.45am – 5.15pm (Whittlesea)
Thursday: 8.45am – 5pm (Whittlesea)
Saturday: 9.45am – 5.15pm (Diamond Valley)
Sunday: 12.45pm – 5.15pm (Diamond Valley)

Week 4

Wednesday: 8.45am – 5.15pm (Whittlesea)

About You

You will ideally hold a Diploma in Library and Information Studies (or working towards one) and have experience working in a library environment. Proven ability to provide high-quality customer service to a diverse range of service needs and a good knowledge of library services, products and collections will also ensure success in this position.

You must be able to promote and support reading through effective Readers Advisory services, demonstrating both a strong knowledge of the process and a broad reading background.

Proficiency in computer applications, including Windows, Microsoft Office, internet, email, and social media, is also required.

The role also requires the ability to provide accurate information and reference services to people from diverse backgrounds, along with strong spoken and written communication skills.

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 below criteria, along with your current Resume and apply via Seek.

This position will close on **Sunday 7 December 2025 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.

Interviews will take place as suitable candidates are identified.

For more information on the responsibilities of this role, and for the selection criteria, please refer to the Position Description or contact **Tracey Jermieson**, Branch Manager on tjermieson@ypri.vic.gov.au or 03 7038 2611.

****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***