



## **NATIONAL JUDICIAL STAFF SERVICES JOB DESCRIPTION**

<b>Position Title:</b> Librarian	<b>Reports to:</b> Registrar of Supreme & National Court
<b>Grade:</b> NJS12	<b>Section:</b> Library
<b>Approved Position No:</b> JS.LIB.001	<b>Division:</b> Library & Archives
<b>Concept Positon No:</b>	<b>Location:</b> Waigani
<b>HR date of review:</b>	<b>Hay score:</b>
<b>Endorsed by:</b>	<b>Approved by:</b>

### **1. PURPOSE OF POSITON**

Responsible for the development, maintenance, and renewal of an accessible efficient and up to date library service and archives record management which will meet the current and future needs of library users.

### **ACCOUNTABILITIES/KEY RESULT AREAS**

1. Provide leadership oversight on library and archives record management system
2. Ensure library projects and are completed on time and within budget.
3. Take leadership oversight and implement long term plans to agreed scope.
4. Completion of staff appraisals within agreed deadline.
5. Manage departmental budget within agreed deadline.

### **MAIN TASKS**

1. Ensure that an up to date, comprehensive, accessible nationwide library and archives record management service is available for library users by regularly reviewing and improving systems and renewing stock.
2. Lead and manage a team of motivated, competent trained Library employees to achieve the objectives of the department by performing key accountabilities and standards of performance, providing regular feedback.

3. Ensure users have appropriate assistance to maximize the benefits of the library service by providing relevant and user-friendly training and support as requested in a timely manner.
4. Ensure future Library needs are met by prioritizing, budgeting, and planning for the future in consultation with Library users and appropriate information technology staff.
5. Contribute to the effectiveness of the management team by providing a relevant, accurate and timely performance and information, fostering cooperation across the organization, meeting in a positive and constructive manner and carrying out designated actions within agreed deadlines.
6. Contribute to the effectiveness of financial management for National Judicial Staff Service by ensuring departmental budgets are prepared and the department is managed within the approved financial plans.
7. Contribute to training and career development of Library and Archives staff.

## 2. REPORTING & WORK RELATIONSHIP

External	Internal	Committees/Groups
<ul style="list-style-type: none"> <li>▪ Users</li> <li>▪ Suppliers</li> <li>▪ External Libraries</li> <li>▪ Law &amp; Justice Sector Agencies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provincial Librarians</li> <li>▪ Library Users</li> <li>▪ Judges</li> <li>▪ Magistrates</li> <li>▪ NJSS staff.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Management Team</li> <li>▪ Law &amp; Justice Sector Technical Working Group.</li> </ul>

### 3. COMPETENCIES

<b>Educational qualifications</b>	<ul style="list-style-type: none"><li>▪ Degree in Library and Information Management and preferably degree in Law</li></ul>
<b>Essential experience</b>	<ul style="list-style-type: none"><li>▪ 5 years Library experience of which at least 3 years must be in management roles</li><li>▪ Experience in academic or law library</li></ul>
<b>Personal Qualities/Skills</b>	<ul style="list-style-type: none"><li>▪ High Standard of research skills.</li><li>▪ Excellent Interpersonal communication</li><li>▪ Focus on customer service</li><li>▪ Strategic Decision making</li><li>▪ Attention to Details</li></ul>

### 4. PERFORMANCE MEASURES

In accordance with the NJSS Admin Order 4 on Employment Regulations guide this role will be measured and appraised on a six (monthly bases) on the following:

- Completion of staff appraisals within agreed deadline.
- Departmental costs are managed within financial plans
- Feedback from library users on accessibility and availability of required material.
- Projects completed on time and within budget.
- Evidence of long-term plans to agreed scope.
- Designated actions from meetings carried out within agreed deadlines.

I acknowledge receipt of this Job Description and agree that the duties and responsibilities are consistent with the requirements of the role. I agree to be bound by all relevant legislation and the Code of Conduct whilst performing my duties.

<b>EMPLOYEE NAME:</b>	<b>SIGNATURE:</b>	<b>DATE: / /</b>
<b>MANAGER NAME:</b>	<b>SIGNATURE:</b>	<b>DATE: / /</b>