

MURWEH SHIRE COUNCIL

Librarian Morven (Casual)

Murweh Shire Council is seeking a friendly, organised and community-minded casual Library Assistant to support the day-to-day operations of the Morven Library. This casual role is ideal for someone who enjoys working with people, providing helpful customer service, and contributing to a welcoming space for residents and visitors.

The successful applicant will assist with general library duties, support visitors with enquiries, and help ensure the library remains an inviting and well-organised environment for everyone.

Key Responsibilities:

- Provide a high level of customer service to members and visitors to the library.
- Maintain library records and circulation of library material.
- Manage requests, loans and returns through PLS.
- Liaise with the Director of Community, Community Services & Community Infrastructure in regard to the development and operation of the library.

Library opening hours are at present:

Tuesday 1pm - 5pm

Friday 8.00am - 12.00pm

How to Apply

Interested internal candidates should submit their expression of interest along with a brief summary of their skills and experience to tony_martin@murweh.qld.gov.au

For more information, contact Tony Martin on 0429 476 450

Applications close: 4pm, Tuesday 7 April 2026

Murweh Shire Council
P.O Box 63
96-101 Alfred Street
Charleville Q 4470

☎ 07 4656 8355

✉ recruitment@murweh.qld.gov.au

🌐 www.murweh.qld.gov.au

📘 www.facebook.com/MurwehShire



SHIRE OF MURWEH

MORVEN - CHARLEVILLE - AUGATHELLA



Position Details	
Position Title:	<i>Casual Librarian Morven</i>
Department:	<i>Community & Health</i>
Location:	Murweh Shire
Employment Basis	<i>Casual</i>
Certified Agreement and Level:	Queensland Local Government Industry Award (<i>Stream A</i>) 2017 <i>Murweh Shire Council Certified Agreement 2022</i>
Level:	<i>1</i>
Reporting to:	<i>Supervisor or as directed</i>
Supervisors:	<i>Nil</i>

The Murweh Shire

Located in southwest Queensland, the Murweh Shire covers an area of 43,905km² with over 5000 people residing across the Shire primarily in the towns of Charleville, Augathella, Morven and Cooladdi. Our employees work across all towns in our Shire and our main administration office is located in Charleville. The town acts as a major commercial and tourism hub for the Shire forming part of a thriving region, with excellent schools, shopping and facilities that support the main industries of grazing, agriculture and tourism.

Our Mission:

To promote a vibrant, inclusive, local government area through sustainable, responsive leadership.

Our Values:

Underpinning our employee culture and behaviours:

- Compassion** We have compassion for all
- Vision** We look forward to set the path
- Trust** We are trusted
- Pride** We take pride in what we do and the way we do it
- Integrity** We have transparency about the decisions we make
- = SUSTAINABILITY



Council's Expectations

General

- Performance may be reviewed annually against the responsibilities, accountabilities and behaviours defined in this role description.
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your ability, training and level.
- Maintain a professional image of Council as being efficient, courteous and customer focused.
- Undertake training as directed.
- Prompt response to service requests; be diligent in the delivery of assigned duties.

Organisational

- Completion of Timesheet, Logbooks and Pre-starts as required.
- Contribute positively and participate in team meetings as required.
- Completion of relevant position administration e.g. Guardian System
- Keep your supervisor informed of your activities and any factors that could impact on the public & Council operations.
- Personal planning to meet deadlines and notify Council staff promptly to avoid problems in their planning.
- Always ensure the security and appropriate intended use of Council information.
- Comply with the requirements of Council policies and procedures as amended from time to time.

Continuous Improvement & Quality Management

- Be a team player and assist proactively within the position's capacity.
- Be willing to accept responsibility for own actions and decisions, and to be held accountable for them.

Performance Measurement Criteria (guide only)

- *No internal complaints received*
- *Minimal customer complaints received*
- *All tasks completed within agreed timeframes*
- *Timesheet, Logbooks and Pre-starts are completed on time*
- *100% Completion of all required training*
- *100% of required Health and Safety documentation is completed and hazards & incidents reported in a timely manner*
- *All tasks are planned and completed to a high standard*
- *Demonstrated participation in requested tasks and involvement in team activities*

Organisational Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Murweh Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role. Policies are accessible to employees on the Council's website under "Council Policies".



As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Murweh Shire Council Work Health and Safety requirements, including but not limited to, our Safety Management System, protocols, Policies, Procedures and work instructions. In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of others.
- Comply with the requirements of Council policies and procedures as amended from time to time.
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Position Overview

The purpose of this position is to provide an active and responsive library service to the community of Morven.

Key Responsibilities

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include, but are not limited to:

- To co-ordinate the day to day operations of the Morven Library.
- Provide a high level of customer service to members and visitors to the library.
- Maintain library records and circulation of library material.
- Manage requests, loans and returns through PLS.
- Liaise with the Director of Community & Health Services in regard to the development and operation of the library.
- Correctly follow all procedures relating to your work.
- All work is to be carried out in accordance with the Quality Assurance System
- Adhere to Murweh Shire Council policies and procedures.
- Commitment to Work Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.
- Ensure that timesheets are being correctly completed daily.
- Any other duties as directed that is not explicitly listed in this job description.





Physical Requirements

Physical Demand Category

- Sedentary Work
- Maybe required Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Maybe required Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Maybe required Heavy Work – Frequent lifting/carrying of objects weighing up to 16kgs.

Audio – Visual Demands

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing

Specific Actions Required

This job may include

Standing/walking		Sitting		Driving	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input type="checkbox"/>	1-4 hours	<input type="checkbox"/>	1-4 hours	<input type="checkbox"/>	1-4 hours
<input checked="" type="checkbox"/>	4-6 hours	<input checked="" type="checkbox"/>	4-6 hours	<input checked="" type="checkbox"/>	4-6 hours
<input type="checkbox"/>	6-8 hours	<input type="checkbox"/>	6-8 hours	<input type="checkbox"/>	6-8 hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping
- Fine Manipulation
- Pushing & Pulling
- Finger Dexterity
- Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Skills, Experience and Qualifications

Essential or relevant to your position:

- current 'C' Class Driver's licence
- Demonstrated interpersonal and communication skills.
- Demonstrated customer service skills.
- Demonstrated experience in managing staff performance and development.
- Demonstrated experience in managing a library/information service.
- Proficient in the use of Microsoft office application.
- Ability to work autonomously or as part of a team.

Desirable:

- Previous Library experience
- Prior Local Government experience

Eligibility and Other Requirements

To be eligible for this position, the incumbent must be:

- legally entitled to work in Australia, including obtaining and retaining any necessary visas or residency status where applicable;
Note: If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, provided the work complies with the conditions of your visa.
- medically fit and physically capable to meet the health requirements of the position and be prepared, to complete a Medical Assessment in accordance with the "Fitness for Duty Policy";
- prepared, if required, to provide a positive Criminal History Check;
- willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- prepared to work flexible hours to meet the requirements of the position;
- in agreement with all other terms and conditions specified within the Contract of Employment;
- approved for employment by Human Resources following satisfactory qualification, reference and any other pre-employment checks as required for this position (applicable to new starters only).





Acknowledgment of Position Description

- I have received a copy of the relevant position description.
- I have read this position description, and I understand the duties, responsibilities and expectations.
- I understand that the position description outlines the general nature, function, and level of work being performed, rather than an exhaustive list of all duties, responsibilities, and skills needed for the role.
- I understand my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description.
- Before signing, I have discussed any relevant questions I have about the position. The listed skills and experience represent the minimum requirements for the position.
- I understand that I must possess the ability and/or aptitudes to perform each duty proficiently.

Employee Signature:
Employee Name:

Date:

Director / Manager Signature:
Director/ Manager of Community & Health Services Name:

Date:

