

Technology Support Officer

- **Opportunity to promote digital literacy services to local community**
- **Deliver socially inclusive library programs**

At Bayside Council we are creating a workplace that meets Council's business needs and the needs of our employees and customers. We have competitive salaries and conditions, a learning and continuous improvement focus, an array of 'family friendly' leave arrangements, close proximity to public transport and a supportive flexible workplace.

We are currently looking for a motivated, service driven Technology Support Officer to provide service to the local community on a permanent, full time basis.

This position is responsible for providing a socially inclusive Library service for all residents in the Bayside LGA that emphasises the support of lifelong learning outcomes and digital participation. This role is responsible for all duties on the customer service desk, delivery of library programs and the provision of technology support to the library network.

If you are a confident problem solver who is committed to providing quality customer service within a dynamic and technology-driven environment, then we would like to hear from you.

Essential Requirements

- *TAFE Diploma (AQF) in Library & Information Services or equivalent experience*
- *A current Working with Children Check Number NSW*
- *Current Driver's Licence Class C and/or willingness to travel between Bayside Library locations*

How to Apply:

Prior to commencing your application a job description can be obtained from Council website at www.bayside.nsw.gov.au.

Your application should include an up-to-date resume (max 5 pages) and a covering letter (max 3 pages), outlining how your skills and experience are relevant to the position and meet the focus competencies, key accountabilities and key challenges of the role.

When addressing the **focus competencies, key accountabilities and key challenges** for the role, it is essential you give an illustration of **how you meet these** – it is not sufficient to merely indicate what you have done – we are more interested in **“how”** you have demonstrated these requirements, what results were achieved, using an evidence-based approach.



Bayside Council

Serving Our Community

Applications must be submitted by mail, email at recruitment@bayside.nsw.gov.au or via fax on (02) 9562 1777.

Closing Date: Monday, 19 March 2018

Job Type: Full-Time, Permanent Opportunity

Salary: \$63,566.02 – \$71,193.94 per annum (plus 9.5% superannuation)

Enquiries: Lisa Marschall, Coordinator Libraries 0403 794 673

Bayside Council is an equal opportunity employer committed to an equitable, diverse and socially inclusive work environment.