



## Continuing Professional Development Scheme Government Specialisation Skills Audit

Welcome to the ALIA PD Scheme Government Specialisation Skills Audit. The skills audit will help you identify gaps in your knowledge and provide guidance for choosing your most appropriate continuing professional development activities.

If you are not currently employed in a government department or agency (for example a state/federal department, a specific institute or government authority), you may wish to choose one for the purposes of this audit.

The audit supports the nine key competencies identified as required for Government library and information science professionals in Australia. Each competency has associated guiding skills listed.

When marking the tables, consider how well you think you can apply the skill:

“Really Well” means that you are very proficient, and have an advanced level of knowledge or skills

“Well” means that you are more than just proficient, but you could still learn more about the skill

“I Can Do This” means you are proficient and have a basic level of knowledge or skills

“More Practice” means that you are not quite proficient, and need to learn more about this skill or knowledge

“Learn This” means that you need to learn this skill or knowledge

“No Interest” means that this skill or knowledge has no interest to you or the career path you are pursuing. It could also be something you may wish to learn later in your career.



**1. Understand Government information environments and the policies, issues and trends that impact on those environments, especially the budget cycle**

|  | Really well | Well | I can do this | More practice | Learn this | No interest |
|--|-------------|------|---------------|---------------|------------|-------------|
| (a) I am aware of my organisation's legislative purpose and the services it delivers   |             |      |               |               |            |             |
| (b) I am able to document the major information policies and programs of my parent organisation or other government service organisation |             |      |               |               |            |             |
| (c) I have a broad knowledge of the range of public administration professions and the education courses relating to these               |             |      |               |               |            |             |
| (d) I understand what organisational theory is and can find examples of guidelines and protocols   |             |      |               |               |            |             |
| (e) I am aware of the budget cycle for my organisation, and the associated reporting and reviewing requirements                          |             |      |               |               |            |             |
| (f) I am aware of additional aspects of the budget cycle (eg ex-ante, mid-year or pre-election updates)                                  |             |      |               |               |            |             |



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| (g) I am aware of the major ethical and legal issues affecting my organisation/department and its service area   |  |  |  |  |  |  |
| (h) I am able to find information on relevant government sectors within Australia and maintain awareness of recent developments in public policy                     |  |  |  |  |  |  |
| (i) I demonstrate awareness of Aboriginal and Torres Strait Islander cultures and am aware of key documents (for eg organisation's reconciliation action plan (RAP)) |  |  |  |  |  |  |
| (j) I ensure that the information service of my organisation contributes to best practice public management and governance   |  |  |  |  |  |  |



## 2. Understand your organisation or agency's vision and strategic direction and the principles and practices related to providing information services to meet your users' needs

|  | Really well | Well | I can do this | More practice | Learn this | No interest |
|--|-------------|------|---------------|---------------|------------|-------------|
| (a) I fully understand the strategic plan of my organisation   |             |      |               |               |            |             |
| (b) I understand the importance of access to information as a part of planning and policy implementation                                       |             |      |               |               |            |             |
| (c) I am aware of data sets relevant to policy analysis and research for my organisation   |             |      |               |               |            |             |
| (d) I know why, how and when to add value to the service I offer   |             |      |               |               |            |             |
| (e) I can measure the effectiveness, quality and value of service I offer  |             |      |               |               |            |             |
| (f) I am aware of the different information needs of the different types of users within my organisation (policy makers, service delivery etc) |             |      |               |               |            |             |



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| (g) I have good knowledge of the methods of information delivery and access including consideration of the specific information needs of diverse populations     |  |  |  |  |  |  |
| (h) I work to ensure that information services are used by my department during development, implementation, evaluation and reporting of activities and programs |  |  |  |  |  |  |
| (i) I am aware of the opportunities and constraints of information sharing between government departments and agencies   |  |  |  |  |  |  |



### 3. Understand the management of Government information resources in a broad range of formats

|   | Really well | Well | I can do this | More practice | Learn this | No interest |
|---|-------------|------|---------------|---------------|------------|-------------|
| (a) I have a good practical knowledge of the selection, acquisitions, and control of resources including the licensing of resources, and the major suppliers of those resources |             |      |               |               |            |             |
| (b) I understand the nature of government publishing, and the associated copyright, licensing, privacy and intellectual property issues   |             |      |               |               |            |             |
| (c) I am aware of cataloguing, classification, abstracting, and thesaurus construction  |             |      |               |               |            |             |
| (d) I understand that there are national standards and conventions for cataloguing print and online resources   |             |      |               |               |            |             |
| (e) I can find information on the changing trends in the formatting, production, and dissemination of information resources   |             |      |               |               |            |             |



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| (f) I understand the importance of metadata in improving the accessibility, retrieval, use and re-use of my agency's information resources                    |  |  |  |  |  |  |
| (g) I am aware of my organisation's capacity and ability to sustain the collection, in both physical and digital forms, and plan accordingly                  |  |  |  |  |  |  |
| (h) I have knowledge of and/or participate in Standing offer for Serial Publications and Related Services or other government related consortia arrangements. |  |  |  |  |  |  |
| (i) I am aware of the importance of government asset acquisition and disposal as it pertains to my collection   |  |  |  |  |  |  |



**4. Know and understand the application of leadership, finance, communication, and management theory and techniques in a public sector context**

|   | Really well | Well | I can do this | More practice | Learn this | No interest |
|---|-------------|------|---------------|---------------|------------|-------------|
| (a) I understand the mission of my organisation and the role of the library in the institution  |             |      |               |               |            |             |
| (b) I have a good understanding of accounting practices and procedures, and am able to prepare effective, easily read financial reports   |             |      |               |               |            |             |
| (c) I have a good understanding of human resources management including recruitment, retention, staff development, and mentoring. I understand the current government recruitment policy and I am aware of the role of the Australian Public Sector Commission or equivalent body |             |      |               |               |            |             |
| (d) I am able to manage facilities planning and space allocation  |             |      |               |               |            |             |
| (e) I have a good understanding of budgeting, cost analysis, and fund-raising   |             |      |               |               |            |             |





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| (f) I am aware of basic principles of public relations, marketing, and advertising   |  |  |  |  |  |  |
| (g) I have a good knowledge of library programs and services administration  |  |  |  |  |  |  |
| (h) I am able to write clear, and concise policies and procedures  |  |  |  |  |  |  |
| (i) I am aware of and can assist in disaster preparedness policies and procedures  |  |  |  |  |  |  |
| (j) I am able to design and deliver a range of programs to promote the library and its services                              |  |  |  |  |  |  |
| (k) I am aware of the importance of accountability and transparency in decision making, and document my process as necessary |  |  |  |  |  |  |



## 5. Understand and use technology and systems to manage all forms of information

|  | Really well | Well | I can do this | More practice | Learn this | No interest |
|--|-------------|------|---------------|---------------|------------|-------------|
| (a) I understand the basic principles of automated systems, data standards, and system analysis techniques |             |      |               |               |            |             |
| (b) I am able to acquire, use and evaluate information technologies  |             |      |               |               |            |             |
| (c) I am aware of the increasing integration of systems and technologies                                   |             |      |               |               |            |             |
| (d) I am able to provide technological solutions for permanent access to electronic information            |             |      |               |               |            |             |
| (e) I am aware of the security protocols for providing access to electronic information                    |             |      |               |               |            |             |
| (f) I am aware of applications used in emerging areas of the fields relevant to my organisation or agency  |             |      |               |               |            |             |
| (g) I understand the basic communications and information infrastructure                                   |             |      |               |               |            |             |



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|---|--|--|--|--|--|--|
| (h) I am aware of state/national standards in metadata, records management, accessibility and internet publishing   |  |  |  |  |  |  |
| (i) I am aware of privacy and security issues surrounding network management, mobile technologies, social media etc |  |  |  |  |  |  |



## 6. Understand laws, regulations, directives, standards and policies applicable to your organisation or agency

|   | Really well | Well | I can do this | More practice | Learn this | No interest |
|---|-------------|------|---------------|---------------|------------|-------------|
| (a) I am aware of the laws, regulations and directives which underpin my organisation   |             |      |               |               |            |             |
| (b) I operate within the policy framework of my organisation at all times   |             |      |               |               |            |             |
| (c) I ensure that policies and procedures are designed and implemented according to my organisation's standards   |             |      |               |               |            |             |
| (d) I maintain records in accordance with the requirements of my organisation, so as to allow for independent review or audit                                 |             |      |               |               |            |             |
| (j) I am aware of the principles of FOI and the procedures surrounding such requests  |             |      |               |               |            |             |
| (k) I am aware of the regulatory environment of my organisation I am aware of my secrecy and security clearance obligations and those relevant to my position |             |      |               |               |            |             |



**7. Understand Government research methods and have the ability to critically examine and filter research literature from many fields**

|  | Really well | Well | I can do this | More practice | Learn this | No interest |
|--|-------------|------|---------------|---------------|------------|-------------|
| (a) I am aware of the wide range of quantitative and qualitative research methodologies used by the disciplines relevant to my organisation              |             |      |               |               |            |             |
| (b) I know how to locate research literature through my knowledge of relevant databases, using advanced searching to find and filter relevant literature |             |      |               |               |            |             |
| (c) I can demonstrate my understanding of the principles of evidence-based practice  |             |      |               |               |            |             |
| (d) I am able to search grey literature and citation databases, and report and disseminate findings to my users as needed                                |             |      |               |               |            |             |
| (e) I have the knowledge to assist my organisation's employees to develop their information literacy skills and strategies                               |             |      |               |               |            |             |
| (f) I actively search for opportunities to support quality improvement in my organisation through the provision of relevant data and research            |             |      |               |               |            |             |



## 8. Develop an understanding of the discipline specific and specialised subject matter required by your organisation or agency

|   | Really well | Well | I can do this | More practice | Learn this | No interest |
|---|-------------|------|---------------|---------------|------------|-------------|
| (a) I possess or am developing the necessary understanding of my organisation or agency's specialised subject matter                    |             |      |               |               |            |             |
| (b) I set aside time to continually broaden my knowledge base in specialised subject areas  |             |      |               |               |            |             |
| (c) I ensure that acquisitions are focused and responsive to my organisation's research and policy goals                                |             |      |               |               |            |             |
| (d) I initiate, establish and promote relationships with staff members in order to improve my knowledge base, and the services I offer. |             |      |               |               |            |             |
| (e) I use my knowledge of my organisation's specialised fields to inform deselection and access decisions                               |             |      |               |               |            |             |



## 9. Maintain currency of professional knowledge and practice

|  | Really well | Well | I can do this | More practice | Learn this | No interest |
|--|-------------|------|---------------|---------------|------------|-------------|
| (a) I participate in lifelong education and professional development opportunities from a variety of sources   |             |      |               |               |            |             |
| (b) I am able to design and implement a plan for continuing professional development.  |             |      |               |               |            |             |
| (c) I actively participate in professional organisations relevant to either government information or my specific field, including attendance at conferences and workshops               |             |      |               |               |            |             |
| (d) I contribute to publishing and research (for example editing or writing articles for professional newsletters, journals or conferences, conducting research for reports or projects) |             |      |               |               |            |             |
| (e) I participate in informal and formal learning activities within the workplace  |             |      |               |               |            |             |
| (f) I attend formal conferences and workshops  |             |      |               |               |            |             |



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|---|--|--|--|--|--|--|
| (g) I participate in research and publishing in the LIS field   |  |  |  |  |  |  |
| (h) I am aware of the role, collection and structure of the National and State Libraries and other cultural institutions as government departments, and how they relate to my organisation. |  |  |  |  |  |  |
| (i) I am aware of the role, collection and structure of the National and State Archives as government departments and how they relate to my organisation.                                   |  |  |  |  |  |  |
| (j) I am aware of the role, collection and structure of the National and State Parliamentary Libraries as government departments and how they relate to my organisation.                    |  |  |  |  |  |  |