

## PART 1 – POSITION DETAILS

<b>Position Title</b>	Programs Librarian
<b>Position Number</b>	NB0429
<b>Division</b>	Community and Belonging
<b>Business Unit</b>	Library Services
<b>Pay Rate</b>	Northern Beaches G
<b>Reports to</b>	Various
<b>Hours</b>	28 - 35
<b>Status</b>	Permanent Part Time or Full Time
<b>Date of last review and update</b>	May 2019

## NORTHERN BEACHES COUNCIL'S VISION AND VALUES

Our Vision is “Delivering the highest quality service, valued and trusted by our community” critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

## DIVISION

### Community and Belonging

The Community and Belonging Division is responsible for actively engaging the community in encouraging a broad range of opportunities and activities that enable social interaction for people at each stage of their lives. The division promotes an inclusive community that is friendly and supportive, facilitates volunteering opportunities, provides fair access to information and breaks down institutional and social barriers to enable all people to participate in community life. The division finds opportunities to offer appropriately targeted services that can meet the evolving needs of our community. The Division comprises of the following business units, Customer Services, Children's Services, Community Services and Library Services.

## PART 2 – BUSINESS UNIT OVERVIEW

The purpose of the Northern Beaches Library Service is Libraries for Life, Enhancing Leisure, and Learning. The service:

- Provides efficient customer-focused library services that deliver value to our community
- Provides library facilities and opportunities for literacy, lifelong learning, creativity, work, relaxation and play, and
- Develops staff capabilities and undertakes business initiatives to make continuous service improvements for our community.

There are six library branches across the Northern Beaches Local Government Area; Dee Why, Glen Street, Forestville, Manly, Mona Vale and Warringah Mall

## **PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES**

### **Role Purpose**

The Programs Librarian leads the development and delivery of library programs and events and supports the Community Strategic Plan in providing the opportunity for community participation in lifelong learning and leisure.

### **Key Responsibilities**

- Work and coach the Library Programs team in all aspects of library program development and coordination to ensure the delivery of innovative and professional programs
- Research ideas and concepts as required and make recommendations to the Programs Team Leader
- Take ownership for the day to day coordination of programs across the service, including management of kits and development of annual events
- Creatively enhance the delivery of programs with original content.
- Independently set up and pack down programs and facilitate delivery of programs as required
- Manage tasks on time and within budget
- Contribute to the objectives of the Service Capability Team
- Provide efficient and friendly customer service to the public, and
- Undertake circulation desk shifts as required.

### **People Leadership**

- Role model the Northern Beaches Councils values and behaviours
- Assist with the coaching and supervision of the team as directed
- Work with the team to take action and make decisions
- Communicate regularly with the team both formally and informally, and
- Be aware and contribute to the well-being of the team.

### **Operational**

- Ensure compliance with Council processes and procedures
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC, and
- Document and communicate WHS issues to the Manager.

### **Business Performance**

- Identify and implement new processes, procedures or systems to improve efficiency
- Actively participate and contribute toward the improvement and integration of core services across council
- Drive innovation and creativity within the team to achieve increased business performance, and
- Contribute to the goals and plans within the team to achieve Business Unit outcomes.

*\*\*\* Whilst this position description covers the key areas of responsibilities, this list is not exhaustive. Day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably and within the limits of individual skills, competence and training).*

## **PART 4 – ESSENTIAL CRITERIA**

### **Educational & Experience Requirements**

- Degree in Library & Information Studies (which allows eligibility for professional membership of the Australian Library and Information Association (ALIA))
- Demonstrated experience in the development and delivery of customer driven programs
- Demonstrated experience in the evaluation and continuous improvement of library programs
- Demonstrated ability to manage innovative projects with competing deadlines
- Computer literacy in Microsoft Word and Excel
- Excellent customer service skills, and
- Highly developed communication and interpersonal skills.

### **Capabilities and Knowledge**

- Ability to work both independently and collaboratively as part of a team
- Highly developed verbal and non-verbal communication skills
- Well-developed time management and organisational skills
- Confident in presenting and delivering to a broad range of audiences
- Demonstrated ability to initiate and respond effectively to change, and
- Demonstrated commitment to EEO, WHS and ethical practice principles.

## **PART 5 – DESIRABLE CRITERIA**

- Experience in the development and delivery of library programs to children and youth
- Knowledge and understanding of local government
- Current unencumbered NSW Driver's Licence.