

POSITION SUMMARY

OUTREACH ASSISTANT (CC376) – PARENTAL LEAVE CONTRACT



Directorate	Cultural and Community Services
Section	Library
Classification	Band 1, Level 4, Grade 4
Position Status	Full Time - Parental Leave contract
Commencing Salary Range	\$986.87 to \$1036.83 per week
Reports to	Information & Lending Services Librarian
Direct Reports	Nil
Work Location	Library

Position Purpose

- To provide quality customer focused library service to the Bathurst Regional Council community
- To assist in the provision of quality outreach programs to the Bathurst Regional Council communities
- To provide a creative and innovative contribution to Bathurst Regional Library services which encourage increased usage

Key Responsibilities

- Contribute to the provision of Outreach Services: housebound, children and youth, special needs
- Provide delivery services to home library sites and remote schools and villages
- Participate in Information and Lending Services activities: circulation desk shifts

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

Selection Criteria

Essential

- Higher School Certificate
- Demonstrated understanding of or commitment to public library based programs
- Demonstrated experience in a retail or customer service desk environment
- Demonstrated ability to organise and handle more than one job at a time
- Ability to work within a team environment
- Current Driver's Licence
- Current Paid NSW Working with Children Check

Desirable

- Demonstrated experience in community liaison
- Demonstrated knowledge of youth culture and delivery of innovative services
- Experience in the organisation and marketing of events
- First Aid Certificate

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hours per week with an RDO every third week
- Parental relief contract until Friday 30 August 2019 (subject to change)
- Probationary period of four months
- 4 weeks annual leave (pro-rated)
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical and audio required as part of selection process, inclusive of drug & alcohol testing

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