

Children's Librarian

Team	Library Programs
Division / Section	City Services & Assets
Location	City of Canada Bay Council Libraries
Classification/Grade/Band	Grade 8
Position Code	CB0083
Date position description approved	

Council overview

The City of Canada Bay is an active and vibrant city that captures the energy, diversity, pride and potential of its community.

Primary purpose of the position

- To develop and implement library services and programs to introduce and highlight the importance of early literacy and reading to parents/carers and which meet the needs of children up to year 6 across the library service.
- To provide leadership and professional expertise and advice in relation to the children's collection and early childhood literacy in order to effectively manage the collections for children and parents/carers and deliver a relevant and responsive service to the community.
- To actively promote children's library services in the community to improve community awareness.

Key accountabilities

Technical/Operational

- Ensure the delivery of a quality children's library service, identify and recommend improvements to the quality of service provision.
- Oversee the development and delivery of recreational reading, outreach and user education programs for children.
- Oversee the development, delivery and continuous improvement of early literacy programs for parents/carers to ensure programs reflect current trends in library practice
- Analyse community feedback, statistical data and changing demographics to ensure collections and programs are tailored to meet the target audience including meeting the needs of children and parents/carers.
- Develop and implement effective publicity and marketing strategies, including a program of events, activities and displays relevant to children and parents/carers ensuring staffing for programs is coordinated.

- Manage the children's and parenting collections and participate in collection development to ensure the library has a well-rounded collection, including new formats to meet the needs of the community.
- Develop and implement induction and ongoing training programs for library staff in relation to Children's Services.
- Organise and conduct class and school visits and special events, i.e. Book Week, to stimulate interest in the service and encourage reading and develop literacy skills.
- Carry out circulation and information services according to the library's policies and procedures to ensure quality customer service.
- Participate in the service point roster system, including evening and weekend work at designated service points to ensure quality customer service to members and visitors.

Management & Leadership

- Promote a positive image of Council through efficient and effective customer service and a proactive and cooperative approach
- Manage and lead staff in the delivery of children's library services.
- Supervise Children's Services Officer.
- Identify staff development needs in relation to children's services and implement training programs.
- Perform the role of Senior Duty Officer as required including supervising and monitoring rostered staff for the effective provision of circulation and information services.
- Oversee and prioritise the workflow of circulation tasks to ensure effective utilisation of resources

Financial

- Contribute to collection development and budgetary control.
- Responsible for the children's and parenting budget at both Concord and Five Dock libraries.
- Monitor children's collection budget to ensure the funds are allocated across the range of junior collections catering for all ages and developmental stages from birth to year 6.
- Prepare budget recommendations based on circulation statistics and high turnover rates to ensure children's collections receive an appropriate budget.

Communication, Consultation & Engagement

- Collaborate and communicate with other City Services & Assets administration staff to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Exercise initiative and judgment in following up or redirecting matters when the Director is unavailable to ensure that time frames and targets are met.
- Design and implement new administrative procedures/practices (where required) with other departmental staff, Managers and the Director.
- Develop and implement a high standard of service to the community, which is founded on a helpful, courteous and equitable approach.

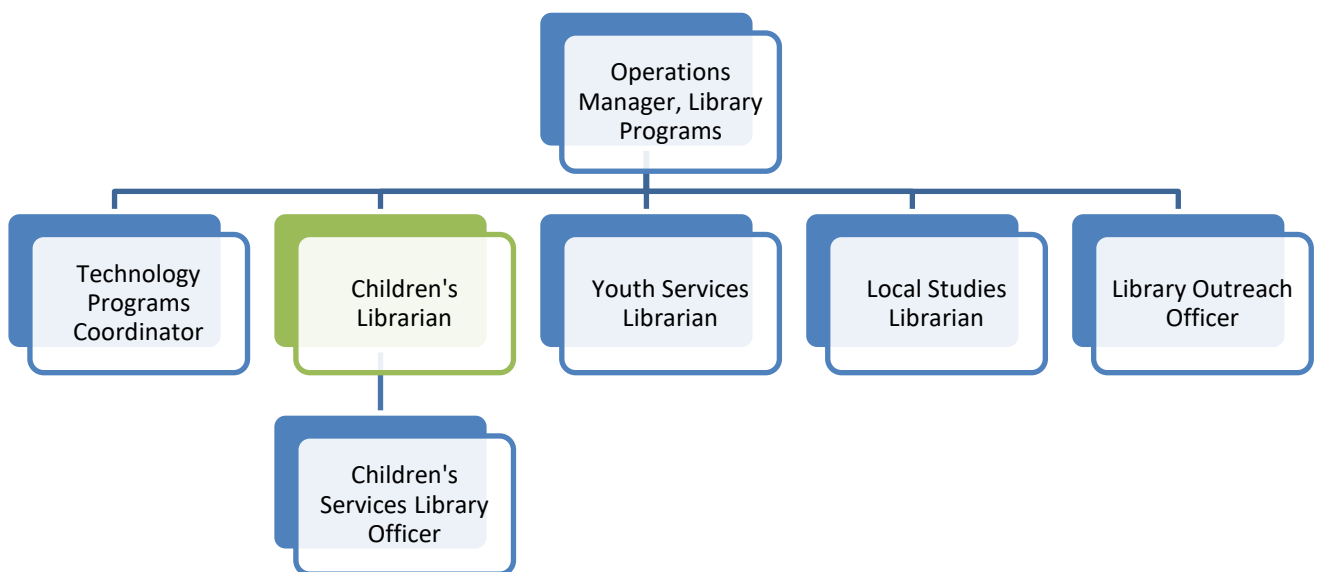
General

- To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- Collaborate and communicate with Divisional staff and others within the organisation to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- Proactively support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to identify process, policy and operational improvements.

- Maintain a commitment to workplace safety, risk mitigation and EEO, acting to rectify where necessary.
- Support a respectful and positive workplace environment by complying with the Workplace Behaviour Standards and Expectations Policy and responsibilities identified in section 2 of the Schedule of Operational Responsibilities outlined below
- Carry out additional tasks within your skills set and related to strategic planning as assigned by your Supervisor.

Position/Department Structure

This position reports to the Technology Programs Coordinator:



Essential Knowledge, Skills and Experience (Essential Criteria)

- Successful completion of a tertiary degree in library information studies or equivalent.
- Extensive, demonstrated experience working with, and providing services to, children in an educational, community service or library environment.
- Demonstrated experience working with and providing programs and services for parents/carers.
- An enthusiastic interest in, and a broad knowledge of, literature for children.
- Highly developed oral and written communication and interpersonal skills.
- Well-developed public speaking skills.
- Demonstrated experience in devising and implementing staff training and public education programs.
- Demonstrate a sound understanding of the needs of children and parents/carers within a contemporary library service.
- Demonstrated grant writing experience.
- Proven ability to manage competing priorities and tasks.
- Demonstrated effective marketing and promotional skills.

- Proven ability to work in a team environment and to employ conflict resolution skills.
- A demonstrated understanding of EEO and OHS principles and practices.
- Holds a current Class C Drivers Licence.
- Current Working with Children Check

Desirable Knowledge, Skills and Experience (Desirable Criteria)

- Demonstrated well developed customer service skills that result in high quality customer service outcomes.
- Well-developed keyboard skills combined with demonstrated skills and experience with a range of PC applications such as Internet, office and other software packages.

Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: _____ Date: _____
Appointed employee

Signed: _____ Date: _____
Director

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

1.2. Coordinator/Supervisor

In addition to the responsibilities of a worker, a Coordinator's/Supervisor's responsibilities also include, but are not limited to:

- 1.2.1. Providing advice to the Manager on WHS issues.
- 1.2.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.2.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.2.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.2.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.2.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.

- 1.2.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- 1.2.8. Consulting with workers and other stakeholders to ensure the Injury Management Program and Rehabilitation Program operate effectively.
- 1.2.9. Including safety training and equipment in budgets.
- 1.2.10. Ensuring the staff under your area of responsibility hold and maintain all tickets, licences, operative training etc required for their job by legislation or through the organisation's policy/procedures, and ensure a record of certification is maintained.
- 1.2.11. Ensuring all workers have attended relevant induction and essential safety courses.
- 1.2.12. Monitoring the use of Personal Protective Equipment (PPE) in accordance with Council's policies.
- 1.2.13. Undertaking workplace inspections in accordance with the City of Canada Bay's policies and corrective action taken if required.
- 1.2.14. Ensuring purchases comply with the City of Canada Bay's requisition procedures and purchasing policy.
- 1.2.15. Maintaining awareness of legislation which regulates activities you are responsible for.
- 1.2.16. Advising managers of any person who is not engaging or complying with safe work practices or the organisation's policies and procedures.
- 1.2.17. Ensuring hazards identified are investigated, assessed and remedial actions adopted to eliminate or control risks.
- 1.2.18. Ensuring all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.
- 1.2.19. Ensuring workers are supervised by a competent person.
- 1.2.20. Ensuring amenities are maintained in a safe and healthy condition at all times.

1.3. Manager

In addition to the responsibilities of a worker, this position is also responsible, as a Manager, for:

- 1.3.1. Advising the Executive of WHS issues.
- 1.3.2. Organise prompt provision of first aid or medical attention for injured workers when required.
- 1.3.3. Ensure incidents and injuries are recorded in the Incident Injury Reporting book within 48 hours of the incident occurring.
- 1.3.4. Ensure all incidents and hazards are investigated and remedial actions are initiated in their area of responsibility.
- 1.3.5. Report incidents and accidents to the RAW Coordinator and if serious in nature, to the WHS Coordinator.
- 1.3.6. Cooperate with the WHS Coordinator in any incident or accident investigation that may be required.
- 1.3.7. Providing alternative duties/employment for injured workers as an integral part of the return to work process.
- 1.3.8. Ensuring all workers attend appropriate induction courses/programs and that all such training is fully documented.
- 1.3.9. The inclusion of health and safety requirements, including safety training and equipment in budgets.
- 1.3.10. Performing the required workplace inspections and audits as per the City of Canada Bay's policies, and ensuring required remedial action is completed and recorded.
- 1.3.11. Ensuring that all equipment purchased meets the City of Canada Bay's WHS requirements and is maintained and inspected in accordance with designers, manufacturers and suppliers, recommendations or Council's policies and procedures.

- 1.3.12. Performing on the job inspections to ensure compliance with working procedures for safe working practices.
- 1.3.13. Ensuring all Job Plans and Position Specifications include responsibilities under the City of Canada Bay's WHS policy.
- 1.3.14. Ensuring safe work method statements are developed and implemented in consultation with relevant personnel for tasks that are identified as high risk tasks.
- 1.3.15. Effective procedures are in place, and are implemented, to identify hazards.
- 1.3.16. All required work activities have a corresponding Safe Work Method Statement (SWMS) which are provided to workers and PCBU's undertaking the work activity.
- 1.3.17. Programs are in place for issue, use and maintenance of Personal Protective Equipment (PPE).
- 1.3.18. Appropriate amenities are available for all workers and PCBU's whilst they are in the workplace.
- 1.3.19. That documents used in relation to the WHS Risk Management System are retained in a secure environment.

2. Workplace Behaviour Standards and Expectations

2.1. Employees' Responsibilities

- 2.1.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- 2.1.2. Embracing diversity and supporting inclusive workplaces
- 2.1.3. Recognising different styles and perspectives
- 2.1.4. Contributing to open communication and information sharing
- 2.1.5. Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

In addition to the responsibilities of an employee, this position is also responsible, as a Manager, for:

2.2. Managers' Responsibilities

- 2.2.1. In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy managers are responsible for: promoting open communication, sharing information
- 2.2.2. Not diminishing or seeking to excuse reported instances of harassment or bullying
- 2.2.3. Providing constructive, regular, reasonable performance guidance
- 2.2.4. Embracing diversity and supporting an inclusive workplace
- 2.2.5. Recognising and appreciating different working styles and perspectives
- 2.2.6. Allocating duties fairly, setting clear expectations and realistic deadlines
- 2.2.7. Monitoring potential for and acting promptly on, bullying or harassing behaviour

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Organisation Values

8.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

8.2. Fun

We choose to create a great place to work.

8.3. Leadership

We inspire and enable staff to bring out the best in themselves and each other.

8.4. Teamwork

We treat each other the way we would like to be treated.

8.5. Respect

We work together collaboratively, and in support of each other.

9. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: _____
Appointed employee

Date: _____

Initialled: _____
Director

Date: _____

SKILL PROGRESSION & ASSESSMENT RECORD



Generic skills – Apply to all salary steps

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Accept responsibility for and manage own work							
Work area is well organised and safe in accordance with relevant standards/policies							
Instructions are clearly understood and factors effecting work requirements are identified and appropriate action taken							
Workload is reviewed and prioritised within allocated timeframes							
Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct							
Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes							
Communication							
Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times							
Code of Conduct, organisational policies, operating management standards and procedures							
Comply with the requirements of Council's Code of Conduct							
Comply with Workplace Behaviour Standards & Expectations Policy							
Comply with all organisational policies, operating management standards and procedures							
Customer Service							
Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy							
A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines							
Complaints or disputes are identified and resolved promptly or referred to the appropriate person(s)							
EEO							
The principles of equal employment opportunity are observed and implemented							

Generic skills – Apply to all salary steps							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Maintain Records							
Confidentiality of information and records is maintained							
Records are secured, accessible, accurate and up to date							
Complies with Council's Records Management Policy and the State Records Act 1998							
Organisational Values							
Creativity – Explore, and encourage others to explore, opportunities and new ideas							
Fun – Maintain a positive attitude and get to know others in the workplace							
Leadership – Inspire and enable themselves and others to reach their full potential							
Respect – Treat others the way you would like to be treated							
Teamwork – Work together collaboratively and in support of each other							
Sustainability							
Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies and procedures							
WHS and Risk Management							
Take reasonable care for the health and safety of themselves and others							
Cooperate with any reasonable policy or procedure of Council in relation to WHS							
Reports all incidents, hazards and near misses to their direct supervisor							
Use Personal Protective Equipment (PPE) where appropriate							
Maintain all tickets, licences, operative training etc., required for the job.							
Attend all specified training and induction courses							
Participate in workplace inspections							

Essential Qualifications and Experience

Step 1

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Step 2

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Step 3

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Step 3

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Step 4

Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

Step 5 – Work plan

Part 1 – To be derived from Operating Plan

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
EXAMPLE using row 154 of the Delivery Plan spreadsheet – Executive Services for the Manager Corporate Strategy position									

Step 5 – Work plan

Part 1 – To be derived from Operating Plan

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
Engage residents, ratepayers and other stakeholders in decision making about Council resources and other issues	Coordinate an ongoing community engagement program to identify and test the levels of Council service and subsidy required by our local community.	Responsible for community engagement program which includes: <ul style="list-style-type: none">Citizen's Panel review of Council servicesCustomer Satisfaction Surveys							

Step 5 – Work plan

Part 2 – General, Planned and Ongoing Activities (including Professional Development opportunities)

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
Example	Taking on higher level responsibilities Exposure to other work activities Improvements in current work practices								

Step 6 – Work plan

Part 1 – To be derived from Operating Plan

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
EXAMPLE using row 154 of the Delivery Plan spreadsheet – Executive Services for the Manager Corporate Strategy position									
Engage residents, ratepayers and other stakeholders in decision making about Council resources and other issues	Coordinate an ongoing community engagement program to identify and test the levels of Council service and subsidy required by our local community.	Responsible for community engagement program which includes: <ul style="list-style-type: none">Citizen's Panel review of Council servicesCustomer Satisfaction Surveys							

Step 6 – Work plan

Part 1 – General, Planned and Ongoing Activities (including Professional Development opportunities)

Delivery Plan Action	Operating Plan Activity	Individual contribution (Work Plan)	Interim Appraisal			Annual Appraisal			Comments
			Standard Met			Standard Met			
			Yes	No	N/A	Yes	No	N/A	
Example	Taking on higher level responsibilities Exposure to other work activities Improvements in current work practices								

Agreement

The skills descriptors are current and accurately reflect the requirements of the position.

Manager name: _____

Signature: _____

Date: _____

Employee name: _____

Signature: _____

Date: _____

