

# POSITION DESCRIPTION

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| Position Title | Diversity Librarian |
| Position Number | SP-LC-136 |
| Grade | Grade 11 |
| Reports To | Library Programs and Events Coordinator |
| Division | Corporate and Customer |
| Hours | Permanent, full-time (70 hours per fortnight) |
| Award | Local Government (State) Award 2014 |
| Budget | Yes |
| Staff Responsibility | Casuals, volunteers, contractors |
| Location | Cumberland Library Locations |

## Position Purpose

The Diversity Librarian is responsible for the development and delivery of inclusive programs and services for culturally and linguistically diverse communities.

*Essential Criteria:*

* Degree in Library and Information Science or equivalent experience and eligible for Associate membership of ALIA
* High level of interpersonal and customer service skills, with a proven ability to engage with people from a diverse range of communities
* Extensive knowledge of inclusive library programs and services for culturally and linguistically diverse communities
* Demonstrated ability to work autonomously whilst managing competing priorities and deadlines
* Excellent written and verbal communication skills
* Demonstrated ability to prepare and write reports and grant submissions.
* Current driver’s license.
* Previous experience in a public library, specifically in a multicultural community

*Desirable Criteria:*

* Experience in the development, promotion, delivery and evaluation of library programs and activities specifically for people with English as a second language
* Experience in collection development, especially pertaining to English as a second language, adult literacy and non-English language resources
* Experience in the delivery of training programs
* Bilingual language skills

### Key Relationships

The Diversity Librarian will have contact with the Library Programs and Events Co-ordinator, Library Branch Officer’s, and Programs Librarian. They will also communicate with volunteers, contractors, community groups and the broader community.

### Principal Responsibilities

* 1. *Technical Expertise in Program Development*
* Develop, deliver and promote a range of quality programs and activities specifically for people with English as a second language
* Evaluate the programs and services, regularly to ensure they are meeting Library objectives, and meet the needs of the Cumberland Council area through consultation and planning
* Oversee the development and implementation of programs for culturally and linguistically diverse groups including English conversation classes and educational workshops in languages other than English
* Maintain an awareness of changing trends and innovations in public library activities and programs
* Ensure effective communications to staff on all Library programs and activities, including any changes that are made
* Coordinate the Library volunteers including English Conversation Class Tutors, Reading Buddies, Form Filling Program, and other projects as they arise, in co-ordination with the Programs Librarian
* Liaise with community organisations, to promote the Library Service, and be prepared to travel anywhere in the LGA
* Liaise with Council’s ‘Volunteering and Employment Pathways Officer’ to insure the Library is allocated the most appropriate applicants for volunteer positions, in co-ordination with the Programs Librarian
* Supervise and oversee the training needs of our volunteers
* Liaise on a regular basis with Senior Library Officers to ensure that events and activities at all branches are run effectively, and to the specific requirements of each location
* Liaise with other specialist staff in the Library, Council and the wider community in the provision of all programs and events for adults and seniors in the Library
* Liaise with the Library Admin Officers about the Library roster regarding programs and activities

2.2 *Collection Development*

* Develop and maintain specialist collections suitable to the needs of the local culturally and linguistically diverse communities. These collections include non-English language resources, and English as a second language (Learning English)
* Assume responsibility for the deselection of non-English language resources and English as a second language (Learning English), to ensure that it is at all times current and in an attractive condition
* Co-ordinate the requests of community language materials from the State Library ensuring that all materials are recorded correctly and returned in a timely manner

*2.3 Library Operations*

* Participate in recruitment activities for the Library service, where required
* Write Council, Library Committee and other reports as required
* Compose correspondence as required
* Write grant applications as required
* Maintain statistical data required for Council’s Integrated Planning Framework and the Library Strategic Plan
* Provide input into the development of Library budgets in relation to programs and activities
* Attend Library staff meetings, represent Cumberland Council Library Service as required at meetings and other relevant organisations, working groups and committees and other Library-specific meetings as required
* Work regular desk shifts at service points and provide quality customer service

### Risk Management

Managers are the risk owners and are required to create an environment where the management of risk is accepted as the personal responsibility of all staff, volunteers and contractors.  Managers are accountable for the implementation and maintenance of sound risk management processes and structures within their area of responsibility in conformity with Council’s risk management framework.

### Work Health Safety

***Managers, Supervisors, Team Leaders WHS Responsibilities***

* Set a high standard and provide leadership that progresses Council’s Work Health Safety and Rehabilitation program to achieve its stated objectives by encouraging the involvement of all people in achieving a safe and healthy workplace.
* Program training for site specific needs.
* Achieve set health and safety objectives and develop plans to implement programs and procedures to ensure compliance with the relevant health and safety legislation and standards.
* Provide the necessary resources, plant and equipment to ensure the highest standard of health and safety where appropriate and within the budget made available to Council.
* Ensure all plant and/or procedures which are used in the conduct of work are regularly inspected and tested to verify that they conform to standards, legislative requirements and/or specifications.
* Promote and support rehabilitation in the workplace and identify and make available suitable duties for employees who are part of Council’s Rehabilitation Program.
* Ensure WHS is an agenda item at all team meetings.
* Keep employees informed of health, safety and rehabilitation matters.
* Investigate all accidents and incidents in accordance with Council’s procedures and take appropriate action.

### Energy & Water Commitment Statement

***Managers Responsibilities***

Managers are required to create an environment where the management of energy and water resources is accepted as the personal responsibility of all staff, volunteers and contractors.

### Child Related Position

### This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid Working with Children Check Clearance Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.

### Record Keeping

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

### Signatories

I agree this position description accurately reflects the duties and responsibilities of my role:

Name:

Sign:

Date:

Managers Name:

Sign:

Date: