**Position Description**

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| **Position title:** | **Children's Program Developer** |
| **Work location:** | Libraries & Museum |
| **Directorate:** | Creative & Community Services |
| **Reports to:** | Program Lead |
| **Direct reports:** | Nil |
| **Salary Point:** | SP14 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | May 2023 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Museums Archives Libraries and Learning (MALL) Service Unit is part of Creative & Community Services Directorate and this role reports to the Program Lead.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What’s the focus of this position?**

The Children's Program Developer develops and delivers a diverse and inclusive range of programming, partnerships, and resources to support the learning and literacy development of children from birth through to age 12. In this role you will lead the development of a suite of engaging and innovative STEM, history and literacy-based programs across the libraries and museum.

**What you will be doing:**

* Lead the development, planning, delivery, and evaluation of children's programs in a customer focused and cost-effective manner. Leverage new trends and methodologies in child learning and engagement to sustain, engage and develop diverse audiences across Newcastle Libraries and Newcastle Museum.
* Support the activities and training of the MALL Program Delivery Officers to ensure a consistent standard of high-quality programming across Newcastle Libraries and Museum. Supervise program provider contractors and community collaborators. Manage contracts, liaise and negotiate with community stakeholders and other institutions on programming including logistics, intellectual property rights, staff, volunteer and contractor management.
* Work collaboratively with the Circulatory Collection Management team to support the development and evaluation of innovative children's circulating collections and online resources and implement community driven collections practices to ensure relevance to Newcastle's learning communities.
* Create innovative experiences for children, deepen the engagement of current and future audiences and foster partnerships.
* Collaborate with internal and external stakeholders to conceptualise, develop, and deliver engaging content across identified communities.
* Support the development of digital content and hybrid program delivery, online learning resources and program marketing collateral for digital/print and promotional publications.
* Develop and deliver school holiday, after school hours and weekend programs.
* Implement effective evaluation and feedback mechanisms to ensure ongoing quality improvement in the delivery of children's programs. Evaluate a range of quantitative and qualitative data andfeedback including census, AECD and community survey results to develop targeted programming that meets community needs and improves literacy outcomes and school readiness.
* Work as part of the MALL Programs team to contribute to the forward planning of a program calendar, actively identifying opportunities to collaborate, build cross team relationships and collate statistics and feedback for the Programming Lead.
* Ensure the delivery of daily operations, supervise and direct diverse service delivery teams comprising of permanent, part-time, casual and volunteer staff within regularly rostered shifts, incorporating evenings and weekend work at Newcastle Libraries and Museum branches and service points.
* Fulfil the responsibilities of an employee as stated in City of Newcastle’s WHS Policy and Procedures.
* Any other accountabilities or duties as directed by the Manager which are within the employee’s skill, competence, and training.

**The essentials you’ll need:**

* Tertiary qualifications in library and information sciences, early childhood or primary education, museum studies, science, or a relevant related field.
* Excellent communication, and presentation skills and proven ability to engage a diverse range of stakeholders and communicate with children.
* Strong commitment to engaging diverse audiences with literacy and/or culture and/or history and/or science, a proven track record of success as a program producer and knowledge and experience of devising and implementing child focused public programs in a cultural institution or library.
* Works well independently or with a team, with a clear sense of energy, dynamism and purpose.
* Solid planning and organisational skills including the ability to prioritise multiple competing timelines and meet strict deadlines.
* Works collaboratively with honesty and transparency and encourages bold ideas and supports freedom of expression, innovation, and diversity.
* A current Working with Children Check number or willingness to apply for one if selected for the position.
* Demonstrated high level digital literacy, including experience with interactive, mobile and social networking technologies. Confident and competent technology trouble shooting skills.

**Other valuable skills you may have:**

* Experience in developing curriculum resources for primary or early childhood educational settings.
* Experience using a Library Management System or other relevant computer systems.
* Class C driver's license.
* Possesses leadership skills and has a demonstrated ability to supervise.

**We’ll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |