

## POSITION DESCRIPTION

<b>Position Title:</b>	Community Engagement Librarian	<b>Position Code:</b>	CEL
<b>Division:</b>	Community & Recreation (Macquarie Regional Library)	<b>Grade:</b>	H
<b>Location:</b>	Dubbo	<b>Hours/Week:</b>	35
<b>Reports to:</b>	Dubbo Libraries Coordinator		
<b>No. Direct Reports:</b>	6 (EFT 5)	<b>No. Indirect Reports</b>	Nil

### Primary Purpose of Position

The position is responsible for the development and delivery of services, programs, events and community outreach initiatives that enhance community engagement, life-long learning and cultural aspirations. The position will lead and motivate a small team in the delivery of effective library and information services in accordance with the Delivery and Operational Plans, objectives, policies and procedures.

### Key Accountabilities / Duties

Key Result Area	Primary Activities/Measures
Library Services and Customer Experience	<ul style="list-style-type: none"> <li>• Provide feedback on the development of Delivery and Operational Plans, Budget and Revenue Policy.</li> <li>• Assist in the implementation of the library's Delivery and Operational Plans.</li> <li>• Deliver excellence in customer service experience and regularly review and evaluate programs, plans, and activities.</li> <li>• Lead a small team in the delivery of high quality information, reference and readers' advisory services and support reading, knowledge and digital literacy outcomes.</li> <li>• Provide feedback on library services and collections on a regular basis.</li> <li>• Ensure projects and programs are planned, managed and delivered with an emphasis on community focus and quality assurance.</li> </ul>
Supervision and Teamwork	<ul style="list-style-type: none"> <li>• Proactively participate and contribute to the development of the library service objectives and identified outcomes.</li> <li>• Model, promote and support leadership, decision making and problem solving through planning, coaching and developing staff.</li> <li>• Contribute to the development of a high performing team within the section.</li> <li>• Effectively supervise and support staff in the delivery of library services.</li> <li>• Contribute to and participate in staff training opportunities that enhance skill development and knowledge.</li> </ul>
Strategy and Community Engagement	<ul style="list-style-type: none"> <li>• Contribute to the development of stakeholder relationships with community organisations, agencies and groups including formal and informal education providers.</li> </ul>
Marketing and Promotion	<ul style="list-style-type: none"> <li>• Provide input into the development of the Marketing and Promotional Plan.</li> </ul>

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> <li>• Implement, monitor and report on the Marketing and Promotional Plan in accordance with required timeframes.</li> <li>• Proactively manage media opportunities in accordance with Council policy and guidelines.</li> </ul>
Local and Family History Service	<ul style="list-style-type: none"> <li>• Provide a quality reference and information service when responding to written and verbal local and family history enquiries.</li> <li>• Undertake appropriate planning, development and ongoing evaluation of the delivery of local and family history services, in consultation with the Dubbo Libraries Coordinator and Library Services and Collections Coordinator.</li> <li>• Maintain research request records and statistics, and write reports, as required.</li> </ul>
Operational Responsibilities	<ul style="list-style-type: none"> <li>• Ensure the professional delivery of all circulation desk routines.</li> <li>• Ensure library resources, presentation, collections and displays are maintained at a high standard.</li> <li>• Coordinate weekly roster scheduling and frontline service supervision.</li> <li>• Monitor the day-to-day operation of the Library Management System, computers, photocopiers and other hardware, including notification of maintenance requirements.</li> <li>• Submit reports in relation to operational and key performance indicators according to organisational timelines and requirements.</li> <li>• Undertake other duties as required by the Dubbo Libraries Coordinator.</li> </ul>

Inherent Requirements of the Position
<ul style="list-style-type: none"> <li>• Class C Drivers Licence</li> <li>• Working With Children Check</li> <li>• Current First Aid Certificate</li> <li>• This position requires a pre-employment health assessment</li> <li>• As required, act as the Dubbo Libraries Coordinator in their absence</li> <li>• As directed by the Dubbo Libraries Coordinator, act as the Team Leader on weekends and during 5pm to 6pm on week days.</li> <li>• The position is part of the seven day circulation desk roster and includes working Saturdays and Sundays on a rotational basis.</li> <li>• A large majority of this role is customer service based at the circulation desk, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work standing or sitting at a desk utilising computers/electronic systems or other office based equipment.</li> <li>• This position is required to wear a MRL identification badge when working in an MRL Branch/Service Point or at a public event.</li> <li>• This position is required to operate from the Dubbo and Wellington branch libraries as required by the position.</li> </ul>

Selection Criteria
<b>Essential</b>
1. Degree in Library and information Science with eligibility for professional membership of the Australian Library and Information Association (ALIA).

2. Demonstrated understanding and ability to apply community engagement principles in the development and delivery of library programs, events and activities.
3. Demonstrated experience in leading, developing and motivating a small team in the delivery of library services that enhance community outcomes.
4. Demonstrated experience in the use of technology applications to improve delivery of library services and engagement.
5. Demonstrated skills and ability to plan, implement and deliver programs and events.
6. Strong verbal and written communication skills.

#### Desirable

7. Previous experience in developing and implement library training programs.

### Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> <li>• Progressive <ul style="list-style-type: none"> <li>○ Be Curious, Courageous and Committed</li> </ul> </li> <li>• Sustainable <ul style="list-style-type: none"> <li>○ Balanced Approach To Growth and Opportunity</li> </ul> </li> <li>• One Team <ul style="list-style-type: none"> <li>○ Working Together</li> </ul> </li> <li>• Integrity <ul style="list-style-type: none"> <li>○ Accountable For Our Actions</li> </ul> </li> </ul>
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> <li>• Complying with Council's WHS policies and procedures</li> <li>• Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others</li> <li>• Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours</li> <li>• Participating in any WHS consultation arrangements</li> <li>• Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace</li> <li>• Correctly using all personal protective equipment</li> <li>• Complying with emergency and evacuation procedures and site rules if applicable</li> <li>• The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>• Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</li> </ul>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> <li>• Council's adopted Code of Conduct.</li> <li>• Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.</li> </ul>

**Acceptance:**

I, \_\_\_\_\_ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: