

POSITION DESCRIPTION

Position Title	Children's Library Officer		
Directorate	Community Services		
Section	Library & History Services		
Responsible to	Children's and Youth Librarian		
Position Supervises	Nil		
Position No.	IW5246	Grade: 9	Band/Level: 2/1
Salary	\$63,731.42 to \$71,379.29 p.a + Super based on 35 hours \$38,238.85 to \$42,827.57 p.a + Super based on 21 hours		
Allowances	Nil		
Status and Hours	Temporary, part-time position based on a 21-hour week, with shift work.		
Pre-employment Checks	Pre – employment medical Working With Children's Check		
Date reviewed: August 2018		Reviewed by: Manager, Library & History Services	

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

To assist the Children's and Youth Librarian with the delivery of creative and imaginative programs for young people in the Inner West Council LGA.

To support the operations of the Community Initiatives team as required.

Participate in the delivery of frontline services via the weekly roster.

Participate on cross- Library informal teams in the areas of children's services, youth services, multicultural services, adult and seniors services and events planning etc.

SELECTION CRITERIA

Essential Criteria

1. Diploma in Library and Information Studies (TAFE) or equivalent.
2. Demonstrated skills in working with children and youth in the delivery of innovative library services to special target groups – particularly children 0-12 and the ability to advise parents on literacy matters.
3. Demonstrated teamwork skills.
4. Demonstrated skills in assisting with the planning, delivering, promoting and evaluating of library programs.
5. Demonstrated customer service skills.
6. Good interpersonal skills including communication skills both oral and written.
7. Demonstrated skills in developing projects and liaising with community organisations.

Desirable Criteria

1. Completion of the State Library of NSW Learning 2.0 program or equivalent.
2. Experience in working with culturally diverse communities.
3. Experience with design of displays.
4. Current NSW Class C Driver's Licence.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Ensure adherence to all Library and Council policies and procedures.
- Assist the Children's and Youth Librarian to liaise with schools, children's services, community organisations and parents in the Inner West LGA in order to develop collaborative partnerships in the delivery of specialist library services, programs and events.
- Assist with the coordination of pre-school storytelling.
- Participate in the delivery of frontline services (via the roster) including Baby Rhyme Time, Story Time, School Holiday Activities, Storytelling at Magic Yellow Bus and other events.
- Participate, where relevant, on informal teams in the areas of children's services, youth services, multicultural services, adult and seniors services and events planning, and undertake other duties as required.

- Commitment to Inner West Council Principles, thinksustainability, continuous improvement, SAFE and other corporate systems.

KEY RELATIONSHIPS:

All library staff, Council staff including children services workers, community organisations, local schools, parents and youth workers.

WORK HEALTH & SAFETY (WHS) RESPOSIBILITIES

All workers have a duty to take reasonable care for their own health and safety and are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

WHS Responsibilities

- Present for work in a fit state (not under the influence of drugs or alcohol).
- Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do.
- Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately.
- Assist in the investigation of all injuries and incidents.
- Not through act or omission create an unsafe workplace or environment.
- Ensure adherence to developed SWMS/RA, SOP's and Procedures.
- Assist in the development of specific SWMS/RA where identified and required.
- Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely.
- Advise immediate/relevant supervisor of any hazard or risk outside area of control or Delegation.
- Ensure the safe and correct use/application of plant, equipment and PPEC.
- Commitment to Council's Injury Management Procedure.
- Maintain good site housekeeping at work location.
- Contribute to continual improvement of workplace risk control processes.