

Position Description

CORPORATE INFORMATION

Position Title	Librarian – Outreach and Innovation		
Directorate	Corporate and Community Services	Branch/Section/Unit	Libraries Branch
Position Number	1437	Level	5
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Manager – Learning and Engagement		
Direct Reports	NIL		

SCOPE OF POSITION

Position Summary

Under the direction of the Manager - Learning and Engagement, this position is responsible for the provision of innovative and dynamic library services that are responsive to community needs and fulfil the information, education, cultural and recreational needs of people across the Gympie Region.

Expected Deliverables/Key Performance Indicators

- Contribute to the Library Business Plan by developing goals, strategies and objectives for Outreach Services.
- Provide a consultancy service to staff and library clients in relation to library services delivered in the community. Create resources and programs to support staff to deliver outreach services.
- Develop and deliver literacy, reader development and digital programs and services. Train staff in the delivery of programs to the community.
- Plan, implement, undertake and evaluate significant promotional activities designed to increase and improve usage across all branches of Gympie Regional Libraries.
- Ensure the library is a dynamic and integral part of the community by promoting library services, providing outreach programs and liaising with community, educational organisations and council officers to develop mutually beneficial partnerships.
- Act as a member of the library's information desk team as rostered and undertake all related duties in accordance with Policy, Guidelines and Work Instructions.

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Mandatory Licence/Ticket Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Working with children check – Blue Card or ability to obtain a Blue Card.

Essential Knowledge/Skills/Qualifications Criteria

- A tertiary qualification in Library and Information Sciences and eligibility for professional membership of the Australian Library and Information Association (ALIA). Consideration will be given to applicants with tertiary qualifications in a related discipline.
- Demonstrated experience in the use of current library and digital technologies and the ability to implement rapid technological changes in the provision and management of library services to the community.
- Knowledge of the development of STEAM programs including robotics and coding and the ability to deliver these programs to library clients.
- Knowledge of the development of the First Five Forever program including the ability to deliver story time sessions to library clients.
- Project implementation/management skills. Demonstrated interpersonal communication and teamwork skills.
- Demonstrated experience with library budgetary management.

Desirable Knowledge/Skills/Qualifications Criteria

- Demonstrated management/leadership skills and the ability to motivate others.
- Previous experience working in public libraries.

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- An ability to perform tasks for extended periods whilst in a sitting position and often pushing, pulling or handling objects exerting a force up to 5kg.
- An ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends on a rostered basis).
- Library staff may be required to work at any of the regional library branches.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Position Description

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – We take responsibility for our actions. We will be accessible and fair.

Consistent – Our actions will reflect council's guidelines and practices at all times.

Appreciative – We value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – We will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – We treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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POSITION APPROVAL AND ACCEPTANCE

Approved By

Name		Position	
Signature		Date	

Accepted By

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by council as required by business needs.