



POSITION DESCRIPTION

Position Title	Senior Programming & Events Officer
Division	Community
Service	Library and Community Venues
Responsible to	Library Programs Coordinator
Position Supervises	Direct: Nil Indirect: Nil
Position No.	IW0789 – IW0791
Status	Permanent Full-Time
Hours	Based on 35 hours per week. There is an expectation that staff would be willing and able to work within the Library Services span of hours as per the Library Roster (8am – 8pm). There may be occasional opportunities to work on weekends Rotation across the eight Inner West library locations for programming and exhibition purposes.
Salary Point	36 to 45
Allowances	As applicable to the position.
Pre-employment checks Legislative requirements	<input checked="" type="checkbox"/> Working With Children Check <input checked="" type="checkbox"/> Responsible Service of Alcohol certificate <i>There may be a requirement to undergo a police check if a need is identified in the future.</i>
Date reviewed: May 2022	Reviewed by: People and Culture Advisor

POSITION PURPOSE

The role and position of the Senior Programming & Events Officer is key in ensuring the IWC Library & History Service is a pivotal information, recreation and education provider in the community. This role will assist the Programming team and supervise the Program and Events Officer to organise and promote quality lifelong learning, literacy, cultural and recreation exhibitions, programs and services across the Council's eight libraries. In particular, the role will have a strong focus on the development, coordination and delivery of events, exhibitions, programs and services, aimed at promoting the cultural heritage, history and creatives of the inner west. This also includes the development of spaces and places within the Library sites for exhibitions to participate and engage with their community in accordance with the Library Service's desire to become a key third place within the IWC community.

Responsible for the management, coordination and promotion of exhibitions, programs and events to ensure a responsive, efficient and high quality service to the Inner West Council community, including administrative tasks regarding exhibitions, set-up and break-down exhibits. Support the Library Programming and Event Coordinator, Youth Librarian and Children's Librarian in the planning, implementation, delivery and evaluation of regular and special children's, youth, adults and seniors programming. Supervise the Programming & Event staff in the provision of quality exhibitions and events.

This position requires the ability to work with diverse teams, identify priorities, make clear decisions quickly, and operate in a variable and complex environment. Responsible for policy development, the development of a schedule of exhibitions across multiple library sites in consultation with the Library Manager and Senior Manager: Library & History, staff training in exhibitions in consultation with the Training & Development Coordinator and liaison with Council staff, relevant community groups and professionals.

Participate in cross-Library and Council teams in the areas of collection development, children's and youth services, events planning et al. – as required. Participate in the delivery of frontline services via the weekly roster, including night and weekend work.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Relevant tertiary qualifications with experience to meet essential experience and/or skills criteria
2. Demonstrated experience in programming and exhibition planning, development and evaluation in a library or cultural setting.
3. Demonstrated high level skills in communication both oral and written including report writing, grant writing and public speaking.
4. Demonstrated ability to work with various community groups and individuals to deliver events, exhibitions, programs and to encourage library relationships
5. Excellent negotiation and innovative problem solving skills, and experience in change management
6. Proven ability to work well as a team member, and the ability to achieve performance standards
7. Demonstrated skills and commitment to the delivery of high quality customer service to diverse communities
8. Skills and experience in budget, project and time management

9. Demonstrated experience in community needs analysis as relevant to the development of Library and History Services

Desirable Criteria:

1. Driver's License
2. Experience working with culturally diverse communities

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Library Management

- Develop and deliver exhibitions and programs in liaison with community groups and others
- Supervise the Library Program officer in the delivery of events.
- Work closely with the Library Marketing and Promotions Advisor to ensure effective outcomes
- Work with other Programming team members to deliver exhibitions, programs and events, including analysis of performance, events and programs and; determining the suitable resource allocation to identified demand
- Provide timely and strategic advice to the Library Program Coordinator, Library Programming Team and Branch Librarians.
- Advise the Library Collections Coordinator in relevant collection development and monitor trends
- Participate in the delivery of frontline services via the weekly roster – including night and weekends - and undertake other duties as required
- Participate, where relevant, in cross-Library and Council teams in the areas of exhibitions, programs and events planning et al.
- Design and maintain services and evaluate performance against established targets and work with the Library Programming team and other Council sections in establishing those targets
- Assist the Inner West Council: Library & History and Library Program Coordinator identifying, writing and submitting grant applications
- Commitment to Inner West Council Values and adherence to Council and Library and History Services policies and procedures
- Work safely and report potential WH&S issues to management
- Demonstrate an understanding of and commitment to EEO policies and procedures
- Undertake projects as directed

Financial Management

- Regularly communicate with the Program Coordinator with regards to the status of the program budget, changes and adjustments that need to be made to keep the budget current and accurate
- Investigate alternative income and revenue generation where available and possible, including grant and sponsorship management

Staff Supervision

- Lead and manage the day to day operations of the Children's programs and events across the Inner West Council: Library & History
- Manage in consultation with the Training & Development Coordinator, training programs for staff and volunteers in the provision of exhibitions
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas
- Supervise the duties and activities of any staff or volunteers assigned to the Programming team

Leadership

- Participate in monitoring the achievement of outcomes and projects by staff, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements.
- Participate in the evaluation and monitoring of the team's performance and culture to ensure services provided are meeting standards, expectations and commitments.
- Participate in the development and implementation, review and maintenance of systems and procedures.
- Ensure that the Library Programs Coordinator is informed of any issue which may affect staff, the community and/ or service delivery.
- Support and ensure the timely and systematic reporting.
- Represent Inner West Council at key library events and network meetings

Physical requirements of the role

Substantial manual handling is an inherent physical requirement of working in this role. The position requires:

- Significant periods of standing
- Sustained hours of movement including lifting, bending, squatting, pushing, carrying, stretching
- Use of computers and office, and the movement of furniture for programs and events

KEY RELATIONSHIPS:

Internal: Library and History Services Staff

External: Community groups, Government and not-for-profit agencies, members of the community, other Public Libraries, Schools, State Library

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT

SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required

<ul style="list-style-type: none">• Knowledge of WHS and related legislation	<ul style="list-style-type: none">• Attendance at training sessions
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Applicant Declaration

I, have read and understood the position description for the **Senior Programming and Events Officer** as detailed in this document.

Signature:

Date: / /