

# Position description

## Community Outreach Librarian

Division:	<b>Liveable Communities</b>
Department:	<b>Libraries</b>
Reports to:	<b>Manager Libraries</b>
Number of direct reports:	<b>6</b>
Location:	<b>Taree</b>
Grade:	<b>9</b>
Employment status:	<b>Fixed Term Full Time</b>
Hours of work:	<b>35</b>
Date approved:	<b>November 2019</b>

### Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

### Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

### Position Overview

This position sits within the Libraries section and is responsible supervising the Community Outreach team and managing outreach programs including budgets, program development and delivery.

### Key Accountabilities & Duties

- Supervise the Community Outreach team.
- Manage outreach programs including budget, submission writing, program development and delivery, staff liaison, reporting and evaluation.
- Coordinate the development, delivery and promotion of regular early literacy programs and a wide range of library events.

- Coordinate promotional content.
- Develop strategic partnerships with community organisations and other stakeholders.
- Liaise and network with community groups across the wider community.
- Develop literacy based activities and programs in response to the needs of people of all ages within our community.
- Provide advice and support to library staff on the implementation of initiatives for target groups.
- Develop content for media.
- Conduct interactions with customers professionally by clarifying and understanding the customer request, presenting options and explaining solutions.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

### Selection Criteria






1. Degree level qualifications in a relevant field.
2. Experience in a similar team leader role.
3. Expertise in designing, coordinating and delivering library events and programs, including early literacy
4. Extensive experience in community partnership building and networking
5. High level problem solving and analytical skills
6. Previous experience in the provision of quality customer service
7. Excellent written and oral communication skills
8. Demonstrated ability to work largely unsupervised and achieve desired outcomes on time
9. Proven ability to work effectively in a team
10. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
11. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
12. Current Class C Drivers Licence

## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Capability Group	Capability Name	Level
	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
	Communicate and Engage	Adept
	<b>Community and Customer Focus</b>	<b>Adept</b>
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	<b>Deliver Results</b>	<b>Adept</b>
	Finance	Intermediate
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Adept</b>
	Procurement and Contracts	Intermediate
	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	<b>Lead and Manage Change</b>	<b>Adept</b>

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☒ No ☐

Is a criminal record check required for this position?

Yes ☐ No ☒