



Position Description

Role:	Readers' Advisory Specialist
Department/Section:	Community Development/ Library Services
Reports to:	Team Leader Library Experience
Responsible for:	NIL

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

The position is responsible for the provision of quality Readers' Advisory and Reader Development services and activities. The position is responsible for book displays, facilitating and developing book groups and reading programs for adults.

The job holder is also regularly rostered to the Library's Customer Service and Library Returns shifts to provide lending and information services to the Library's customers.

KEY RESPONSIBILITIES

- Provide Readers' Advisory and Reader Development Services programs and activities. This includes the creation of online content on the Library's website, maintaining the Mosman Readers' site, editing the NextReads Newsletters and creating social media content to promote reading and the Library's collections
- Provide quality customer service to the Library's customers
- Promotion of the Library's Collection to Library customers
- Develop reading programs for adults including facilitating ,creating and managing the Library's book clubs
- Develop and curate regular themed displays of Library resources to promote the collection and encourage borrowing
- Train Library staff in Readers' Advisory Services including the use of Readers' Advisory Tools , maintaining the Library's book displays and writing book reviews
- Assist and train the Library's customers in the use of the Library's Readers' Advisory tools and resources
- Act as back up to the promotions and marketing functions of the Promotions and Youth Services Librarian
- Attend the NSW Readers Advisory Working Group Meetings
- Assist with programs and training in the Creation Space
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy
- Other duties may be allocated by the Supervisor or Manager as required

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the *WHS Act*)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES - Selection Criteria

Essential:

- Tertiary qualifications in Library and Information Science or equivalent
- Demonstrated knowledge of literature and current reading trends
- Demonstrated knowledge and experience in the use of social media tools including to promote library services and collections
- Demonstrated experience in Readers' Advisory Services and Reader development
- Demonstrated high level written and oral communication skills including the ability to write both online and hard copy articles and content
- Demonstrated commitment to quality customer service and continuous improvement strategies with a focus on solutions
- A strong team orientation and interpersonal skills including conflict resolution and communication skills
- Computer proficiency with Windows applications together with keyboard and word processing skills with high levels of accuracy
- Working with Children Check Clearance
- Valid COVID-19 Vaccination Certificate

Desirable:

- Experience in a public library environment
- Good organisational skills and ability to meet deadlines and work under pressure.
- Current Class C driver's licence

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	140 hours over a 4 week period across a 7 day spread of hours
Status:	Full Time
Qualifications:	Tertiary qualifications in Library and Information Science or equivalent
Experience:	Demonstrated experience in Readers' Advisory Services and Reader development
Commencing Salary / Range:	Group D Council Salary System plus Superannuation Band 2, Level 1
Position Approved By:	Director Community Development
Approved Date:	August 2022

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....