

POSITION DESCRIPTION

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| Position Title | Weekend Coordinator | |
| Division | Community and Engagement | |
| Group | Library and History Services | |
| Responsible to | Branch Librarian | |
| Position Supervises | Direct: 1- 4 Indirect: Nil | |
| Position No. | IW0813 | |
| Status | Permanent Part-Time | |
| Hours | Based on 28 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). Working across the eight Inner West library locations. | |
| Salary Point | 36 to 45 | |
| Salary | \$57,243 pa - \$64,759 pa (pro-rata based on 28 hours per week) | Band/Level: 2/2 |
| Allowances | Weekend penalty rates will apply in accordance with the Local Government (State) Award | |
| Pre-employment checks Legislative requirements | <i>There may be a requirement to undergo a working with children check and/or police check if a need is identified in the future</i> | |
| Date reviewed: May 2019 | | Reviewed by: Branch Librarian |

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

The primary purpose of the position is to ensure the smooth operation of the Inner West Library services over the weekend and act as the communication point between the weekend and weekday staff. Key functions include high quality customer service, staff management, administration of the day to day functions, working at the service desk and assisting with activities and programs. You may be required to work on the library floor at both the branch and neighbourhood libraries.

You will be required to participate in a number of library team meetings and activities arranged annually.

Reporting to the Branch Librarian, you will be responsible to provide essential information and guidance regarding the collections and programming specific to each library and community.

You will be initially and be primarily based at Marrickville Library but may be required to work at other library locations if required.

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 First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. 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. Degree or higher of Library and Information Services or equivalent or tertiary qualifications in a related discipline with experience to meet essential experience or skill criteria.
2. Demonstrated experience and a success track record in public libraries including information and reference services, customer service, library workflows, daily programmes delivery and collection development
3. High level customer service, communication and interpersonal skills
4. Knowledge and skills in staff management, staff development, change management, staff training and library statistics
5. Demonstrated in depth knowledge of library technology
6. Ability and willingness to promote and assist in the delivery of activities and programs for the library's customers
7. Ability to work and plan effectively as an individual and as a team member
8. Knowledge and a general interest in current trends in public libraries, lending services, emerging information technologies, publishing, contemporary culture and experience in implementing innovative ideas to create new programs
9. Understanding and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times

Desirable Criteria:

1. Experience of provision of library activities and programmes
2. Experience working with culturally diverse communities
3. Current NSW Driver's License

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Library Management

- Ensure the delivery of a high-quality customer service to Inner West libraries including readers advisory, information and home library services
- Act as a key communication point between the weekend and weekday staff
- Assist with the supervision of all aspects of the branch and neighborhood library operations
- Lead relevant staff in providing high level information service and readers advisory service
- Assist in the delivery of a high level of reference information and readers advisory service
- Assist the Branch Officer in the development of the roster
- Be responsible for the rostering of weekend staff and replacing absent weekend staff for the eight inner west libraries
- Assist in the implementation of new procedures, process and policies
- Support the delivery and coordination of activities, programs, promotions and displays, as required
- Respond to technology needs relevant to customer service operation
- Assist the Branch Librarian with the maintaining of up to date policies and procedures
- Ensure timely and accurate collection of relevant statistics, as required
- Contribute to library programming concepts and operations, as required
- Maintain a clean, neat and safe service area and library environment and shelving of library items
- Work desk shifts as required at all IWC library locations to meet operational needs
- As a team member communicate and cooperate effectively with other staff and attend team meetings as required
- Act professionally, ethically and with integrity in the performance of these duties
- Work safely and report potential WH&S issues to management
- Demonstrate an understanding of and commitment to EEO policies and procedures
- Undertake special projects as identified by the Library Group Manager

Staff Supervision

- Supervise and train library weekend staff in regard to the delivery of the day to day library operations
- Participate in recruitment, supervision and development of staff, as required.

Financial Management

- Support the Branch Librarian to manage and review the budget to ensure cost effectiveness, achieve budget targets with accurate and timely reporting of budget performance
- Regularly communicate with the Operations Manager and the Branch Librarian with regard to the status of the team's budget, changes and /adjustments that need to be made to keep the budget current and accurate
- Assist the Branch Librarian in ensuring the rostering of staff is within budget boundaries

Library Leadership Team

- To advise the Operations Manager and Branch Librarian on budget requirements including salaries, equipment maintenance and utility provision
- To assist and participate in the Library Leadership Team as required
- Support and promote the development and use of key library planning documents such as the Library and History Management Plan, Collections Development Policy

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: State Library of NSW, Members of the community, suppliers, public libraries of NSW

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 |
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| <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 |

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| <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 |

Applicant Declaration

I, have read and understood the position description for the **Weekend Coordinator** as detailed in this document.

Signature:

Date: / /