

## POSITION DESCRIPTION

<b>Position Title</b>	Library Programming and Events Officer	
<b>Division</b>	Office of the CEO	
<b>Group</b>	Library and History Services	
<b>Responsible to</b>	Library Programming & Events Coordinator	
<b>Position Supervises</b>	<b>Direct:</b> up to 1 <b>Indirect:</b> Nil	
<b>Position No.</b>	IW0792 – IW0794	
<b>Status</b>	Permanent Full-Time	
<b>Hours</b>	<p>Based on 35 hours per week.</p> <p>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</p> <p>Rotation across the eight Inner West Library locations for programing and supervision purposes.</p>	
<b>Salary Point</b>	22 to 29	
<b>Salary</b>	\$58,227.00 pa - \$64,784.00 pa	<b>Band/Level:</b> 2/1
<b>Allowances</b>	As applicable to the position.	
<b>Pre-employment checks</b>  <b>Legislative requirements</b>	<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>	
<b>Date reviewed:</b> May 2019	<b>Reviewed by:</b> Library Content and Community Manager	

*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 km<sup>2</sup>.*

*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 role and position of the 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 to deliver quality lifelong learning, literacy, cultural and recreation programs and services across the Council's eight libraries. In particular, the role will have a strong focus on the development and delivery of all programs and services, aimed at promoting literacy skills, developing readers, supporting education and lifelong learning, and providing valuable recreational and cultural opportunities for the inner west community. This also includes the development of spaces and places within the Library sites for the community 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.

You will ensure a responsive, efficient and high quality service to the Inner West Council community, including schools and community organisations and will work with the Programming & Event staff in the provision of quality programs 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. You will participate in program concept development, policy development, the collection discussions in consultation with the Collections Management team, staff training in programs and events in consultation with the Training & Development Coordinator and liaison with Council staff, relevant community groups and professionals.

You will 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.

This position will initially and be primarily based at Marrickville Library. Note that the position holder may be relocated to other library branches with sufficient notice from time to time.

## **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. Diploma or higher of Library and Information Services recognised by the Australian Library and Information Association (ALIA) or equivalent tertiary qualifications with experience to meet essential experience and/or skills criteria
2. Demonstrated experience delivering public programs for diverse audiences in a public library service or cultural institution
3. Demonstrated experience liaising with contractors and suppliers.
4. Demonstrated experience in customer service and continued service development.
5. Ability to report on and evaluate programs.
6. Demonstrated high level skills in communication, both verbal and written, including report writing.
7. 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.
8. Understanding and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times
9. Working with Children Check (WWCC) number and Responsible Service of Alcohol certificate

## **Desirable Criteria:**

1. Driver's License
2. An awareness of current issues in literature and community topics of interest
3. Experience working in a public library and knowledge of a library management system and knowledge of technical equipment set-up and trouble-shooting

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

### *Library Management*

- Ensure the timely and accurate collection and reporting of data and statistics as required.
- Collaborate with the Library Programs Coordinator/s and the Programming Team to ensure the programs are reflective of the various Inner West Council libraries.
- Sound knowledge of and ability to communicate across teams about collections (online and physical) for Youth in a public libraries.
- Update and implement operational policies, procedures and goals.
- Keep up to date with current developments in the field/industry.
- Understanding of issues relating to lifelong learning, literacy and recreation.
- Assists with regular community needs assessment to identify community needs, in order to create tailored services and programs to address these identified needs.
- Support cooperative relationships with identified Council, government and community groups and gain engagement in library programs and services.
- Assist with the development and implementation of effective strategies to ensure IWC Library & History provide equitable, dignified access and inclusion for all members of the community.
- 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

### *Staff Supervision*

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

**Applicant Declaration**

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

Signature: .....

Date:        /        /