

POSITION DESCRIPTION

Position Title	Youth Librarian	
Division	Office of the CEO	
Group	Library and History Services	
Responsible to	Library Programming & Events Coordinator	
Position Supervises	Direct: Nil Indirect: 5 – 7	
Position No.	IW0809	
Status	Permanent Full-Time	
Hours	<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>	
Salary Point	38 to 49	
Salary	\$74,095.00 pa - \$84,753.00 pa	Band/Level: 3/1
Allowances	As applicable to the position	
Pre-employment checks Legislative requirements	<input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Working With Children Check <input checked="" type="checkbox"/> Responsible Service of Alcohol certificate	
Date reviewed: May 2019	Reviewed by: Group Manager Library & History Services	

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 role and position of the Youth Librarian 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, coordination and delivery of pre-teen, teenager and young adult aged programs and services, aimed at promoting literacy skills, developing young readers, supporting education and lifelong learning, and providing valuable recreational and cultural opportunities for young people. This also includes the development of spaces and places within the Library sites for youth 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 leadership, coordination and delivery of youth programs and events to ensure a responsive, efficient and high quality service to the Inner West Council community, including schools and community organisations. Supervise the Programming & Event staff in the provision of quality programs and events. Responsible for the delivery of an equitable programming schedule of youth programs and events across the Inner West.

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 collection of youth material in consultation with the Library Collections Coordinator, staff training in youth programs 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.

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. Degree 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 in innovative and strategic planning and policy development and program and event development and evaluation.
3. Demonstrated experience delivering contemporary and creative programs in a library or community setting, including storytelling and performance skills.
4. Demonstrated high level skills in communication both oral and written including report writing, grant writing and public speaking.
5. Demonstrated ability to work with local schools and community groups to deliver outreach programs and to encourage library relationships

6. Excellent negotiation and innovative problem solving skills, and experience in change management.
7. Proven ability to work well as a team member, and the ability to manage and develop teams to achieve performance standards.
8. Demonstrated skills and commitment to the delivery of high quality customer service to diverse communities.
9. Demonstrated skills and experience in budget management and project management.

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
4. Experience working with culturally diverse communities

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Library Management

- Develop active student support programs in liaison with local schools and community groups of innovative library-based programs targeting children aged 12-24 years
- Work closely with the Library Marketing and Promotions Advisor to ensure effective outcomes
- Work with other Programming team members to deliver programs and events, manage the youth programs budget, 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 and Library Programming Team
- Advise the Library Collections Coordinator in relevant collection development and monitor trends in youth library services
- 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 collection development, children's and youth services, events planning et al.
- Ensure a high standard of staff recruitment, supervision and professional development
- 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
- Participate in current industry concepts of convergence, shared services and consortia solutions to service provision
- 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

- Record and review the budget to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance
- Investigate alternative income and revenue generation where available and possible, including grant and sponsorship management

Staff Supervision

- Supervise and train library staff in regards to the delivery of the library programs and events
- Lead and manage the day to day operations of the Youth 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 youth programs and events
- 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

- Evaluate and monitor 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
- Represent Inner West Council at key library and Council programs, 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"> 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

Applicant Declaration

I, have read and understood the position description for the
Youth Librarian as detailed in this document.

Signature:

Date: / /