

POSITION DESCRIPTION	
Title:	Children's and Youth Librarian
Group:	Community Connections
Reports to:	Team Leader Library Programs and Partnerships
Grade:	15
Position Allowances:	Nil
Hours:	35 hours per week on a 7 day roster including evenings and weekend shifts
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	75311
Pre-placement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Required
Date Developed:	November 2016
Position Purpose	
To develop, provide and promote quality engaging library programs, collections and services for children and young people.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Degree or post graduate qualifications in Library and Information Services or relevant accredited Australian teaching degree. • Demonstrated experience in working with children and young people. • Demonstrated ability to create innovative and customer focused library services for children and young people. • Demonstrated ability in planning, delivering and evaluating responsive children and young people library programs, collections and services. 	

- Demonstrated experience in applying for and managing grants, budgets, sponsorship and partnerships.
- Demonstrated commitment to excellent teamwork, interpersonal, leadership and time management skills.
- Excellent oral and written communications skills, with strong report writing and engagement skills.
- A high level of proficiency in Microsoft Office, Library Management Systems and experience using online tools, web based programs and social media as a tool to promote library initiatives and collections.
- Experience in using a quality management system or other business improvement initiatives.
- Possess a “Working with Children Check” Clearance in accordance with the ‘Child Protection (WWC) Act 2012’.

Desirable:

- Knowledge of contemporary library services and trends for young people.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C’s. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C’s.

Children and Youth Services key challenges

- Develop, maintain and deliver effective high quality programs, collections and services to children and young people.
- Promote children’s and young people services throughout the community via events, programs, displays, educational and recreational activities.
- Build and strengthen strategic partnerships with key stakeholders.
- Positively and proactively work collaboratively with others across the organisation to deliver outcomes.
- Provide professional customer service, reference and readers’ advisory to all the community.
- Facilitate ongoing communication and consultation with children and young people to identify needs.
- Use social media, online services and other technologies to engage with children & young people promoting library programs, collections and services
- Balance competing priorities.
- Develop and deliver library services in-line with the Libraries and Museum Strategy 2024.

Provide supervision, coaching and guidance

- Lead and work collaboratively with team members in developing and delivering effective high quality programs, collections and services to children and young people.
- Encourage and maintain good staff relations and team work.
- Meet formally and informally with staff/contractors receiving and providing feedback regarding performance.
- Train and coach library staff in children's and young people library services.

Contribute to the overall operation of the organisation

- Apply and demonstrate Council's organisational values across all areas of work.
- Assist in the development and implementation of library and museum policies and procedures.
- Assist in the development, implementation and monitoring of strategic plans, IP&R framework and Fit for the Future benchmarks.
- Assist in the development and implementation of quality management systems and standard operating procedures that comply with legislation.
- Consult with internal and external customers including staff, residents, education services, industry, contractors, government and community agencies.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers.

Professional development & support

- Take personal accountability for own professional development.
- Keep abreast of and apply industry wide trends, best practice and innovation.
- Contribute to the effectiveness of the team through positive and productive personal behaviour.
- Recommend issues of importance to be addressed by senior library management team.
- Attend relevant industry conferences, meetings, seminars, training, etc., as required.
- Assist the Manager Libraries and Museum and Team Leader Library Programs and Partnerships as directed.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.