



Library Officer – Children and Youth Services

POSITION PROFILE

Division	Shire Services	Status	Part Time, Permanent
Unit	Library Services	Salary Grade	Grade 5
Reports to	Team Leader Children and Youth	Reviewed	April 2024

STRATEGIC INTENT

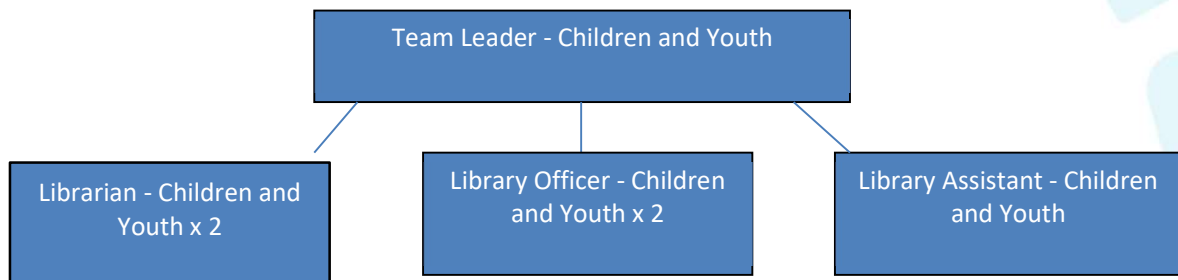
The Library enriches the community by providing access to information, education and cultural services and promoting lifelong learning, literacy and leisure opportunities.

POSITION PURPOSE

Contribute to the planning and delivery of high-quality early childhood programs and school holiday events for children and their families.

Support and promote the services and programs of Sutherland Shire Libraries within the community and participate in outreach activities.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Develop, document and continuously review and improve workflow procedures in designated areas of responsibility.	▪ Workflow procedures documented, reviewed and improved.
Implement relevant actions of Council and the Library's vision,	▪ Actions implemented.

strategies and plans, delivering quality and customer-focused outreach programs and services to youth, and supporting effective partnerships with schools and other stakeholders working with children.	<ul style="list-style-type: none"> Effective partnerships developed.
CUSTOMER SERVICE	
Contribute to the delivery of excellent customer service and support. Assist the community to access and use Library resources and services.	<ul style="list-style-type: none"> Customer needs satisfied. Library and customer service points covered as required.
Ensure the children and youth areas of the library are welcoming environments which support the needs of customers for leisure and learning.	<ul style="list-style-type: none"> Positive feedback. Children and Young Adult areas are well maintained.
Develop proficiency in technology and digital collections and promote these collections to the public.	<ul style="list-style-type: none"> Technology and digital collections for Children and Youth are promoted and used.
CHILDREN'S PROGRAMMING	
Deliver regular children and youth programming, special programs and outvisits.	<ul style="list-style-type: none"> Plans and delivers Storytime, Togethertime, Rhymetime, holiday activities and pre-school programs. Programs attended and reflect the educational and recreational needs of children and youth. Maintain contemporary knowledge of current developments and trends in services and programs for children and young adults to inform the future development of library services and changes in school curriculum.
Co-ordinate and manage school holiday programs.	<ul style="list-style-type: none"> School holiday events planned and presented. Programs attended and reflect the educational and recreational needs of school-aged children.
Evaluate programs and events to ensure continuous improvement and services are meeting strategic goals.	<ul style="list-style-type: none"> Evaluations regularly undertaken and recommendations delivered to Team Leader Children and Youth, Team Leader Community Engagement and Coordinator, Library Engagement.
COLLECTION MANAGEMENT	
Assist in the maintenance of the children and youth collection through suggested purchases and weeding according to policy.	<ul style="list-style-type: none"> Collection meets the needs of customers
Identify new materials for inclusion in Early Childhood programs and First experiences Collection.	<ul style="list-style-type: none"> Resources managed and reviewed
SUPPORT CHILDREN'S ASSISTANTS IN BRANCHES	

Provide support for branch libraries in the provision of quality children's programming and resources.	<ul style="list-style-type: none"> Support provided
Co-ordinate themes and packs for Storytime across the branches	<ul style="list-style-type: none"> Resources supplied

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Diploma (or higher qualification) of Library & Information Services recognised by the Australian Library & Information Association (ALIA) or equivalent. Current Working with Children Check number.
Experience or skills	Essential	<ul style="list-style-type: none"> Demonstrated experience working with, and providing services to, young people and their carers in a library or educational environment. Knowledge of early literacy development and literature for young children. Well-developed oral and written communication and interpersonal skills. Competent in the use of computer applications, current and emerging technologies. Demonstrated experience in devising and implementing staff training and public education programs. Demonstrate a sound understanding of the needs of young people within a contemporary library service. Proven ability to work in a team environment. Current drivers' licence.
	Desirable	<ul style="list-style-type: none"> Experience in working in a public library. Experience in early childhood education. Knowledge and understanding of collection development practices.

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> Community Centred: Build connections and collaborative partnerships with the community through program presentation. Goals oriented: Work to achieve Unit, team and self-set goals, taking on challenging tasks when necessary in order to achieve them. Leadership: Work to achieve strategic priorities and actively engaged in developing a workplace culture of learning and growth.
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	<ul style="list-style-type: none"> ▪ Communication skills: Work to build relationships with staff and community. Communicate effectively to meet customer requirements. ▪ People skills: Develop skills in problem solving and critical thinking, resolve disputes effectively and to initiate, coordinate and assist with and deliver learning sessions to target groups. ▪ Professional Development: Remain up to date with industry developments and identify and source learning opportunities for professional growth.
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OUR VALUES

Behaviours	<ul style="list-style-type: none"> ▪ Collaborate - be open and welcoming, genuinely connect to others, include others, work together as one. ▪ Achieve - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day. ▪ Respect – be honest and trustworthy, do what you say you will, put yourself in the other person's shoes, listen to what's important to others. ▪ Evolve – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker.
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CORPORATE OBLIGATIONS

Employees	No direct reports
Delegations	Authority to operate within the Delegations attached to the position
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Financial Management	Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters
Workplace Health and Safety	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Behaviour Guidelines.
Records Management	Comply with Council's Records and Information Management Policy including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery

Procurement

Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement

SPECIFIC CONDITIONS OF EMPLOYMENT

Position may be required to work at any Sutherland Shire branch library to meet operational and rostering needs.

This is a Child-Related Position under the definition of Council's Child Safe Organisation Policy.

This position has been identified as having the responsibility of managing cash transactions for the organisation when required. In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is identified, ICAC will be notified and the disciplinary process will be followed.