



Librarian – Children and Youth (Program Support)

POSITION PROFILE

Division	Shire Services	Status	Permanent Part-Time
Unit	Library Services	Salary Grade	Grade 10
Reports to	Team Leader Children and Youth	Reviewed	April 2024

STRATEGIC INTENT

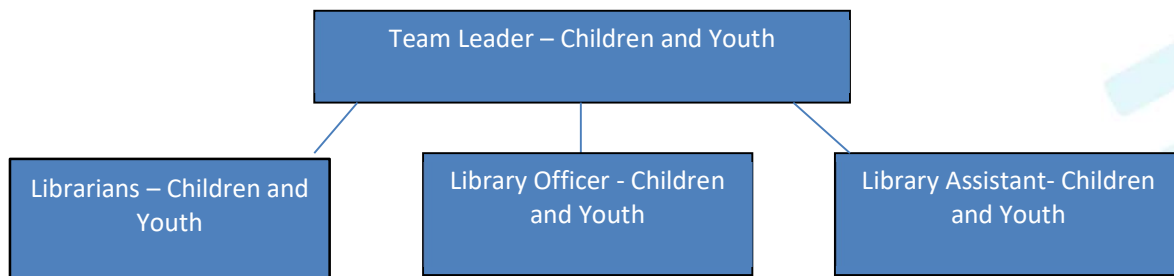
The Library enriches the community by providing access to information, education and cultural services and promoting lifelong learning, literacy and leisure opportunities.

POSITION PURPOSE

To plan and deliver high quality children and youth programs, outreach activities and special events in consultation with the Team Leader Children and Youth.

Support and promote the services and programs of Sutherland Shire Libraries within the community.

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.	<ul style="list-style-type: none">Workflow procedures documented, review and improved.
Implement relevant actions of Council and the Library's vision, strategies and plans, delivering quality and customer-focused outreach programs and services to youth, and supporting effective	<ul style="list-style-type: none">Actions implemented.Effective partnerships developed.

partnerships with schools and other stakeholders working with youth.	
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 the patrons for information and resources for leisure or 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	
Develop and implement engaging, educational and fun programs and events for school aged children and young teens.	<ul style="list-style-type: none"> • Programs developed and presented for school aged and young teens that reflect the educational and recreational needs of children and youth. • Duke of Edinburgh volunteer program coordinated and run. • 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.
Develop program goals, objectives and strategies in relation to children and young adults for inclusion in the Library's Strategic and Operations Plans.	<ul style="list-style-type: none"> • Implementing and supporting the development of the Library's vision, mission and plans, delivering quality and customer-focused outreach programs and services to youth, and supporting effective partnerships with schools and other stakeholders working with youth in the Sutherland Shire.
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.
Develop programs with a focus on technology.	<ul style="list-style-type: none"> • Programs developed using current technology including coding and robotics.
Deliver regular children and youth programming.	<ul style="list-style-type: none"> • Plans and delivers Storytime, Togethertime, Rhymetime, holiday activities, pre-school programs and outreach.
COLLECTION MANAGEMENT	
Participate in collection development for children and youth including new formats consistent with Collection Management Policy and Guidelines policy.	<ul style="list-style-type: none"> • Collection meets the needs of customers.

PROMOTION AND OUTREACH	
Assist in the promotion of Children and Youth Library services, resources and programs in collaboration with the Community Engagement team.	<ul style="list-style-type: none"> Children and youth service regularly promoted. Participate in library pop-ups.
Develop relationships with organisations to support programming for children and youth.	<ul style="list-style-type: none"> Relationships and partnerships developed and managed.
SUPPORT BRANCHES	
Provide support for branch libraries in the provision of quality children's programming and resources.	<ul style="list-style-type: none"> Support provided.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> Degree or Graduate Diploma in Library & Information Services recognised by the Australian Library & Information Association (ALIA) or equivalent. Current Working with Children check number.
	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. An enthusiastic interest in and broad knowledge of literature for young people. 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. Knowledge and understanding of collection development practices. Demonstrated marketing and promotional skills

CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> Community Centred: Build connections and collaborative partnerships to promote children and youth services to target group. Goals oriented: Work to achieve Unit, team and self-set goals, taking on challenging tasks when necessary to achieve them Leadership: Work to achieve strategic priorities and be 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 is 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. Unit structure attached.
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.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination and associated guidelines 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 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

Conditions in accordance with Core Enterprise Agreement covering salaried staff.

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.