

Library Officer – Children’s Services (Maternity Relief)

We are seeking applications for a Library Officer – Children’s Services. This is a maternity relief position for up to 15 months.

About the role

This position is suited to someone with a passion for building strong and effective community partnerships to increase community access to early literacy support and library services for children and teens.

The Library Officer will develop, promote and deliver services and events both internally and throughout the community to encourage children and youth’s love of reading and lifelong learning using library services and resources, including holiday activities and school visits. This extends to implementing and promoting the First Five Forever principles through library programs and outreach activities designed to provide early literacy support for children aged 0 – 5 years.

Why work for us?

- 9-day fortnight (72.5hrs fortnight).
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year.
- Salary Packaging available.
- Supportive and motivating team.
- Active Social Club.
- Fitness Passport Program.
- Flexible work arrangements.
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 4 (\$90,633) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **24/39 – Library Officer – Children’s Services (Maternity Relief)** should include:

- A cover letter.
- A current resume.
- Statements addressing the selection criteria.
- Copies of relevant qualifications and licences.

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 24/39, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 31 July at 5.00pm. Word or PDF format is preferable.

For further information please contact the Manager Community Services – Glenn Arboit on (07) 4783 9800

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It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Diploma in Library and Information Services or demonstrated equivalent experience.
2. Demonstrated experience in the development, promotion and delivery of educational/learning activities and programs for children and youth in a public library or community setting.
3. Demonstrated ability to build and maintain effective working relationships and networks in a community setting and within a team.
4. Sound written and verbal communication skills and the ability to liaise effectively with a wide range of individuals.
5. Sound knowledge of children’s and youth literature and collection management.
6. Well-developed computer, literacy and numeracy skills.
7. Queensland Working with Children Blue Card.
8. Current CA Class Drivers Licence.

Position Number	20048
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 4
Reports To	Manager Library Services
Place of Employment	Burdekin Library, 108 Graham Street, Ayr

Position Objective

In coordination with the Manager Library Services, develop, plan, facilitate, deliver and promote quality Outreach and Library based programs for children, teens and their families, including the First Five Forever early literacy program. This position is also responsible for assisting the Library Services Manager with junior and teen collection management and general library duties.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

Assist with the provision of courteous, efficient, and effective service to the Burdekin community in the following ways:

- Implement and promote First Five Forever principles through library programs and outreach activities designed to provide early literacy support for children aged 0 – 5 years and their caregivers. Train and supervise staff in the delivery and promotion of these programs.
- Develop and maintain strong and effective community partnerships to increase community access to early literacy support and library services for children and teens.
- Develop, promote and deliver services and events both internally and throughout the community that encourage children and youth's love of reading and lifelong learning through the use of library services and resources, including holiday activities and school visits.
- Assist the Manager Library Services in fulfilling the requirements of the Burdekin Library Collection Development Policy as directed.
- Control acquisition procedures for junior and teen stock.
- Maintain financial records in the Library Management System and Council's financial system.
- Control and oversee staff in the classification and cataloguing of junior and teen stock and the physical management of these collections.
- Assist with planning and co-ordination associated with library projects, programs or events.

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- Assist with setting up displays, exhibitions and events.
- Provide circulation and information services and provide technical support to users of library equipment at any Burdekin Library branch circulation desk as required.
- Assist with maintaining the Burdekin Library social media channels and website in line with Council's policies and procedures.
- Actively seeking funding opportunities to support program development.
- Assist Library Services Manager in program reporting.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry Award (Stream A) and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general supervision (except for graduates, who work under direct supervision).
- Supervision of other employees.
- Operates as a member of a professional team.

Extent of Authority

- May set outcome/objectives for specific projects.
- Graduates receive instruction on the broader aspects of the work.
- Freedom to act within defined/established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

Position Requirements

Knowledge

- Working knowledge of early literacy, early childhood development, and children's literature and the delivery of programs to youth and young children.
- Sound knowledge of Library services, policies, practices and procedures.
- Sound knowledge of Library's computer management system.
- Sound knowledge of Council's financial systems.
- Sound knowledge of computers, their operating systems, and programs likely to be used in libraries, including familiarity with the Internet, word processing and databases.
- Sound knowledge of Dewey Decimal System and collection management practices.
- Sound knowledge of local community, activities and organisations.
- Sound knowledge of social media platforms and their utility.

Skills

- Sound reading comprehension.
- Sound customer service skills.
- Sound verbal, presentation and written communication skills.
- Sound numeracy skills.
- Sound active learning and listening skills.
- Sound time management skills.

- Sound computer skills including demonstrated capabilities in the use of Microsoft Office business suite of tools and an understanding of digital technologies as they apply in a public library setting.

Abilities

- Ability to give coherent directions and to listen effectively.
- Ability to make decisions within the bounds of allocated responsibilities.
- Ability to work both independently and as part of a team.
- Ability to co-operate and communicate with Library and Council staff.
- Ability to plan, organise and prioritise workload and to work independently within delegated authorities.
- Ability to quickly acquire product knowledge and adapt to changes in process, practice and technology.
- Ability to work with all age groups particularly within a public library environment.
- Ability to confidently plan and deliver library events targeted at children, youth and families.
- Ability and interest to make effective presentations to groups of any size.

Other Requirements

- Interest in books, reading and computer applications.
- Interest in interacting with a wide range of people.
- Must be comfortable working with children and youth both individually and in groups.
- Personal characteristics of honesty, integrity, enthusiasm, and personal presentation with a sense of humour.

Experience and Qualifications

- Experience in the delivery of children's programs.
- Minimum of Diploma in Library and Information Services or demonstrated equivalent.
- Queensland Working with Children Blue Card.
- Current First Aid Certificate.
- Current CA Class Drivers Licence.

Core Competencies

These competencies relate to

Teamwork

- Participate in team-based activities.
- Respect other team members.
- Complete the tasks allocated to you.
- Know the team goals, parameters, and major issues.
- Work within the parameters.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.

- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.

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4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, ECM Ci Anywhere.
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.