

We are currently seeking applications for a First 5 Forever Casual Library Assistant to assist with the provision of First 5 Forever early literacy program. Due to programming requirements, applicants must be available to work mornings on a Wednesday, Thursday and Friday.

About the role:

First 5 Forever is an early literacy program delivered by public libraries and Indigenous Knowledge Centres on behalf of the State Library of Queensland with the primary aim of providing strong early literacy foundations for all Queensland children aged 0-5 years.

This position is suited to someone who is interested in children's literature, songs and working with families. The role will involve assisting in planning, preparing, and delivering early literacy programs and activities. This can include cooking playdough, slime, and other messy play recipes when required. We're looking for someone who is creative, as they will be involved in designing posters, promotional materials and creating First 5 Forever library displays.

Applicants should familiarise themselves with the entire position description.

The hourly rate for this position is \$40.04 including the casual loading.

Applications for **24/77 – First 5 Forever Casual Library Assistant** 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. 24/77, PO Box 974, Ayr Qld 4807

Applications close on Thursday, 5 December 2024 at 5.00pm.

For further information please contact the Library Services Manager – Lois Huston on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality and including 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. Current QLD Blue Card and positive notice letter for working with children or the ability to obtain one.
2. Experience in preparing/presenting programs to children.
3. Demonstrated customer service skills in a work environment.
4. Demonstrated high level of interpersonal communication.
5. Demonstrated ability to work in a small team environment.
6. Demonstrated knowledge of a range of computer programs and functions.
7. Personal qualities such as enthusiasm, commitment to service, a positive attitude and able to work effectively in a changing environment.
8. CA Class Drivers Licence.

Desirable

1. Demonstrated knowledge of early education principles.
2. Demonstrated knowledge of the Library and the services it provides to the community.

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| Position Number | 20081 |
| Certified Agreement | Burdekin Shire Council Certified Agreement |
| Award | Queensland Local Government Industry (Stream A) Award – State 2017 |
| Award Section | Administrative |
| Award Level | Level 1 |
| Reports To | Manager Library Services |
| Place of Employment | Burdekin Library, 108 Graham Street, Ayr |

Position Objective

First 5 Forever is an early literacy program delivered by public libraries and Indigenous Knowledge Centres on behalf of the State Library of Queensland with the primary aim of providing strong early literacy foundations for all Queensland children aged 0-5 years.

As the First 5 Forever Casual Library Assistant you will assist with the provision of First 5 Forever early literacy programs, events and initiatives for the community under the remote guidance of the Children's Services Library Officer and Manager Library Services.

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:

- Assist with planning, preparing, and delivering early literacy programs.
- Assist with planning, preparing, and delivering early literacy community events, including school holiday activities.
- Assist with planning, preparing, and delivering outreach programs to local community organisations, schools, and early childhood services.
- Assist with the maintenance and creation of program materials, including but not limited to:
 - Cooking playdough, slime, and other messy play recipes when required
 - Resourcing and packaging programming materials and early literacy resources
 - Designing posters and/or promotional materials
 - Stocktake, cleaning and maintenance of program materials
 - Creating First 5 Forever library displays

Position Requirements

Knowledge

- Knowledge of early childhood literacy educational practices and the delivery of programs to young children.
- Developing knowledge of the importance of play-based learning for young children.
- Developing knowledge of picture books and children's authors.
- Developing knowledge of children's early years development and pedagogy.
- Working knowledge of Microsoft Office 365.
- Sound knowledge of the Internet including website and information searches.
- Broad general knowledge and awareness of current affairs, both local and national.

Skills

- Excellent public speaking skills.
- Excellent interpersonal and customer service skills.
- Active learning and listening skills.
- Sound literacy and numeracy skills.
- Sound technology skills.
- Sound time management skills.
- Sound teamwork skills.
- Accurate data entry skills.

Abilities

- Ability to confidently deliver programs and communicate with young families, including the delivery of First 5 Forever and library key messaging.
- Ability to be flexible within delivery of programs and pivot programming delivery when necessary.
- Ability to provide programming to a diverse range of people.
- Ability to work with and engage local community organisations and groups in delivery of First 5 Forever programs and events.
- Ability to make decisions within the bounds of allocated responsibilities.
- Ability to work autonomously and within a team.

Other Requirements

- Due to programming requirements, applicants must be available to work mornings on a Wednesday, Thursday and Friday.
- This role may be required to start early or work late and on weekends occasionally.
- This role requires a certain level of physical fitness due to heavy manual handling and consistent physical activity including getting up and down from the floor, singing, dancing and other labour-intensive activities both indoors and outdoors.
- Interest in working with children and families.
- Interest in children's literature and songs.
- Personal characteristics of honesty, integrity, enthusiasm, a sense of humour, warmth and good personal presentation.

Experience and Qualifications

- Experience within Early Childhood Services or similar will be highly regarded.

- Current Queensland Working with Children Blue Card.
- Minimum of a 'CA' Class Drivers Licence.

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 direct supervision.

Extent of Authority

- Work outcomes are clearly monitored.
- Freedom to act limited by standards and procedures.
- Solutions to problems found in established procedures and instructions, assistance readily available.
- No scope for interpretation.

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.
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 DataWorks.
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.