



POSITION DESCRIPTION

Position Title	Library Community Engagement Coordinator	Salary	Level 5
Department	Lifestyle and Community	Conditions	City of Palmerston Enterprise Agreement 2017
Business Unit	Library Services	Employment Type	Full-time (Leave Coverage)
Reports To	Library Services Assistant Manager	Duration	Fixed Term (Until April 2021)
Direct Reports	Nil	Position Number	P3023

Organisational Environment

City of Palmerston's vision is to create 'A Place for People', where we focus on our strengths to ensure our City thrives into the future.

Our community is at the centre of everything we do. In achieving this we contribute to the vision where:

- Palmerston is a welcoming vibrant family city that fosters diversity and unity;
- In Palmerston, everyone belongs; and
- In Palmerston, everyone feels safe.

Our vision recognises the importance of valuing and investing in the natural environment, balancing economic imperatives and focussing on innovation to enable social transformation in our City. The Community Plan highlights the priorities for achieving these outcomes.

Position Objective

To design, develop, present, promote and deliver a wide range of library events and programs which reflect the needs of the community and the strategic focus of City of Palmerston.

To develop strategies and local partnership opportunities that promote the community participation and engagement of people from all backgrounds in the Palmerston Community, within the library as well as other council facilities.

Key Duties and Responsibilities

- Develop and implement library events and programs and encourage participation of all groups and individuals
- Responsible for the supervision, coordination and training of the library programs team to ensure delivery of events and programs
- Coordinate and facilitate the design and development of marketing and promotional material within a wide range of formats, including through social media and other online tools
- Monitor and report on program and usage statistics, locations and service requirements of participants
- Provide support to management team as required
- Provide a timely, professional, customer focused library experience
- Will be required to work evenings and weekends in support of community engagement events

Selection Criteria

- Recognised tertiary qualifications in library and information studies or other relevant qualifications or experience suited to this area
- Experience in program; and event promotion and management
- Demonstrated excellent oral and written communication skills
- Demonstrated experience in the use of information technology
- Demonstrated strong interpersonal, communication and team-based skills
- Display strong customer service skills with the ability to deliver exceptional service



POSITION DESCRIPTION

- Proven ability to work independently and exercise initiative in the application of established work procedures
- Experience in supervising and motivating others

Further Information

Successful applicants will be required to prove their eligibility to work in Australia, have possession of Current C Class NT Driver's Licence, successfully obtain an Ochre Card and be willing to undergo a criminal history check and provide documentation regarding their qualifications/licences prior to City of Palmerston's employment offer being confirmed.

Signature

I acknowledge the requirements of this position as contained within this document.

Name: _____ Signature: _____ Date: _____