

Position Title	Team Member Adult Programs - Local & Family History
Department	Community Services
Unit	Community and Cultural Services
Team	Adult Programs
Supervises	Nil
Reports To	Team Leader Adult Programs
Grade	D
Date Prepared	1/01/2021
Date Last Updated	1/05/2021

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

To assist the Local & Family History Technical Specialists to plan, develop and deliver Local & Family History services, programs, projects and activities relevant to the Canterbury Bankstown Local Government Area.





Accountabilities

- Assist the Team Leader Adult Programs and Local & Family History Technical Specialists in providing Local & Family History services and collections.
- Assist in the planning, implementation and evaluation of programs related to Local & Family History.
- Train library users and staff in the effective use of relevant Local & Family History information tools and technologies.
- Participate in the development and evaluation of Local & Family History collections.
- Promote and encourage an interest in, and appreciation of, Local & Family History through presentations, activities, exhibitions, displays and publications, including partnerships with relevant institutions and groups.
- Assist customers with locating materials and using library resources and equipment.
- Establish and maintain relationships with local agencies, and organisations for promoting local history resources and programs and encouraging community partnerships.
- Assist Local & Family History Technical Specialists in preparing grant applications and managing subsequent projects.
- Work with Local & Family History Technical Specialists to develop, implement, and evaluate policies and procedures for the development, preservation, and use of local and family history collections.
- Provide a high quality customer focused and professional service.
- Attend staff meetings and training sessions to ensure current professional awareness.
- Actively participate in team meetings and provide input into the team business plan.
- Undertake desk duties on a rostered basis.
- Actively participate in Workplace Health and Safety practices.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer- focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results		
Deliver Results	Intermediate	<ul style="list-style-type: none"> • Takes the initiative to progress own and teamwork tasks • Contributes to the allocation of responsibilities and resources to achieve team/project goals • Consistently delivers high quality work with minimal supervision • Consistently delivers key work outputs on time and on budget
Resources		

Technology and Information	Intermediate	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness
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* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Eligible for membership of Australian Library and Information Association or qualifications or experience relevant to Local & Family History.

Essential Experience

- Demonstrated strong commitment to delivering quality customer service.
- Demonstrated knowledge of Local & Family History collections and services.
- Knowledge and experience of databases, digital platforms and electronic resources relevant to history, community and related areas.
- Proven and well-developed research skills.
- Excellent organisational and time management skills, including ability to plan and coordinate multiple projects simultaneously.
- Demonstrated high level communication skills (written, verbal and interpersonal), including high level English skills.
- Demonstrated ability to work independently and efficiently in a fast-paced environment.
- Demonstrated experience working effectively in a team environment, providing a positive, professional and co-operative approach to working with others.

Desirable Qualifications and or Experience

- Knowledge of the Canterbury Bankstown area, its history and culture, the functions of Local Government and the role of the Public Library.
- Demonstrated ability to design, develop, and deliver Local & Family History programs and activities.
- Demonstrated ability to design, develop, and deliver high quality training programs to staff with different level skills and from diverse backgrounds.
- Current Class C drivers' licence.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>