

Position Description

Children's Programs Facilitator

POSITION TITLE:	Children's Programs Facilitator
POSITION NUMBER:	20506
DIRECTORATE:	Community Services and Facilitation
BRANCH:	Community Development and Libraries
EMPLOYMENT CONDITIONS:	Whitsunday Regional Council Certified Agreement QLGI (Stream A) – Award 2017
POSITION STATUS:	Permanent Part Time
POSITION LEVEL:	Level 3
ACCOUNTABLE TO:	Team Leader – Bowen, Collinsville and Proserpine Libraries
LAST REVIEWED DATE:	February 2024

COUNCIL VALUES

Whitsunday Regional Council's culture is driven by the following values:



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PRIMARY PURPOSE

Research, plan, report and lead the delivery of innovative programs, services and resources for children and their families. To support, educate and encourage parents and primary caregivers in their role as their child's first and most important teacher and to provide access to the resources they will need through our public libraries.

KEY RESPONSIBILITIES

1. In consultation with the Library Team Leaders and collaboration with key stakeholders, develop, plan, organise and deliver innovative, educational and engaging activities, programs, services and resources to support children, their parents and primary caregivers that meet the diverse needs of children and young people. Operate with a degree of autonomy in the development of multi-faceted literacy and learning programs and initiatives for children and young people both outreach and in-library.
2. Develop and maintain partnerships with community groups and organisations to enhance delivery of programs to the community.
3. Working with AEDC information identify trends and community needs to inform the provision of children's programs within the region.
4. Co-ordinate training, professional development opportunities and provide support for library staff to ensure best practice in delivery of literacy programs.
5. Provide assistance and support to the Team Leader – Bowen, Collinsville and Proserpine Libraries.

OPERATIONAL ACCOUNTABILITIES

1. Program Development
 - Development and implementation of children's programs rolled out across the region both in-library and outreach.
 - Conduct session for parents/carers with community partners to enhance their understanding of the value of early childhood language and literacy.
 - Organisation and delivery of innovative and forward-thinking programs and events within the community.
2. Staff Training
 - Coordination of professional development and training sessions for all library staff involved in the delivery of children's programs.
 - Source and participate in own professional development opportunities.
3. Promotion
 - Facilitate the preparation of resources and materials for children's activities and programs.
 - Design, prepare and distribute all promotional and marketing collateral for children's activities and programs.
 - Promote the First 5 Forever early literacy program and its key messages throughout the community.

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4. Budgeting and Reporting
 - Utilise State Library of Queensland First 5 Forever funding in accordance with guidelines.
 - Assist in the preparation of Grant Funding applications and acquittals.
 - Gather and analyse data and statistics that provides evidence of the outcomes of First 5 Forever funding.
 - Collate data and statistics related to children's programs for:
 - Annual report to the Library Board by 31 August each year in compliance with the Service Level Agreement for the First 5 Forever Program;
 - Monthly Council reports; and
 - To assist in grant funding applications.
5. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
6. Relieve at other locations throughout the region as required.
7. Undertake other relevant duties as directed, consistent with skills, competence and training.

ORGANISATIONAL ACCOUNTABILITIES

1. Workplace Health and Safety

- Actively participate and promote a safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.

2. Culture

- Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council.
- Comply with Council's Code of Conduct and all Council policies and procedures at all times.

3. Information Services and Technology

- Protect and manage Council's information assets in accordance with legislative, policy and process requirements.
- Use Council's technology appropriately and with respect.

4. Disaster Management

- Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
- Employees may be required to undertake duties during emergencies and disasters as necessary that may not be related to their substantive role.

5. Customer Service

- Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.

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6. Financial Accountability and Governance

- Models compliance with Council's purchasing Policy.
- Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.
- Legislative Sub-Delegations and authorisations may also be applicable.

QUALIFICATIONS/SKILLS

Essential

1. C Class Manual Drivers Licence.
2. Working with Children Blue Card.
3. Tertiary Qualifications or relevant accreditation in Early Childhood Education and/or equivalent level of expertise and experience in a similar discipline.
4. Demonstrated ability to negotiate and substantiate partnerships with external agencies on the delivery of specific programs.
5. Excellent project and event management skills, with the ability to coordinate various components of a complex project within a set timeframe.
6. Highly developed people and relationship skills with demonstrated ability to work in a team environment communicating effectively at all levels of the organisation and stakeholders.
7. Excellent oral and written communication skills demonstrated through previous experience.

Desirable

1. Tertiary Qualifications or relevant accreditation in Library and Information Services.
2. Prior experience working in a public library will be advantageous

ACKNOWLEDGEMENT

This Position Description provides a general indication of the responsibilities and nature of the work to be undertaken by the employee. It is not intended to be a comprehensive list of all duties, tasks and/or requirements of the role.

The Position Description is reviewed on a regular basis and may be varied, with consideration being made for the employee's skills, experience and expertise. Any changes will be made in consultation with the employee.



WH&S OBLIGATION AND RESPONSIBILITY STATEMENT – WORKERS

All workers have a legal obligation to comply with Council's WH&S Management System. The system has been implemented to ensure the health and safety of workers is not affected by the way Council conducts its business or undertaking.

The following statements apply to all workers.

Responsibilities include:

1. Being aware of the Council's WH&S Management System.
2. Performing all work and associated functions in a safe manner.
3. Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
5. Identifying hazards, conduct risk assessments, and take corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with Council procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas.
7. Reporting and assisting with the investigation of all workplace incidents.
8. Attending Tool Box Talks or specific training supplied by Council.
9. Being familiar with the location of first aid equipment, amenities, fire equipment and evacuation procedures.
10. Working in a manner that will not endanger themselves, other workers, or the public.
11. Actively report any concerns in relation to safety to your Supervisor.
12. Reporting and recording of plant defects.
13. Completion of JSA, Job Safety Analysis, for works undertaken.
14. Actively promote safety