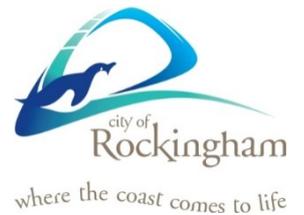


Information Pack



Young People's Services Librarian

Based at the Rockingham Central Library you will provide library services to the community, ensuring all available services are provided to children and young people, and contribute to the efficient operation of the Library as a whole.

Selection criteria apply to this vacancy – refer to the advertisement

Applications must be received by **4pm, Tuesday 10 August 2021**.

Your application must be lodged online – <https://rockingham.bigredsky.com/page.php?pageID=106>



Employment Conditions

Location	Rockingham Central Library, Dixon Rd, Rockingham WA 6168
Agreement	City of Rockingham Enterprise Agreement 2018, or its successor
Salary	A cash salary of \$72,077 per annum will be offered
Tenure	Fixed Term, Full-Time for up to one year, parental leave
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 19-day month (ie 152 hours worked over 19 days, with the 20 th day rostered off). Other options may be discussed and agreed with the work area Manager.
Superannuation	11% plus the opportunity to co-contribute
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in WA
Probationary Period	A three month probationary period applies to this position
Pre-employment Medical	Candidates will need to complete a health self-assessment as part of the selection process and will be required to participate in a pre-employment medical examination and drug and alcohol screening before an offer of employment is made.
National Police Certificate	<p>A National Police Check is required prior to an offer of employment being made. You will be guided through this online process by a member of the Human Resource Development team. The cost of this check is met by the City.</p> <p>Please note that a prior conviction is not an automatic barrier to employment with the City. The Director will determine each case on its merits and give final approval of any appointment.</p>

Position Description

Title:	Young People's Services Librarian
Tenure:	Fixed-Term, Full-time
Division:	Community Development
Level:	Four

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



Position Objectives

- To ensure the provision of quality services to support the development of reading and literacy, and encourage lifelong learning to children and youth.
 - To maintain, develop and promote a range of high quality library resources to children and youth.
 - To provide effective library services that meet the informational, intellectual, educational, cultural, social and recreational needs of children, youth, their families and other groups in the Rockingham region.
 - To liaise with the State Library of Western Australia, local service providers, community groups, and schools to ensure relevant, coordinated and effective delivery of library services.
 - To be part of the library services management group and participate in and contribute to the development of policies, procedures and programmes for the service.
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Organisational Relationships

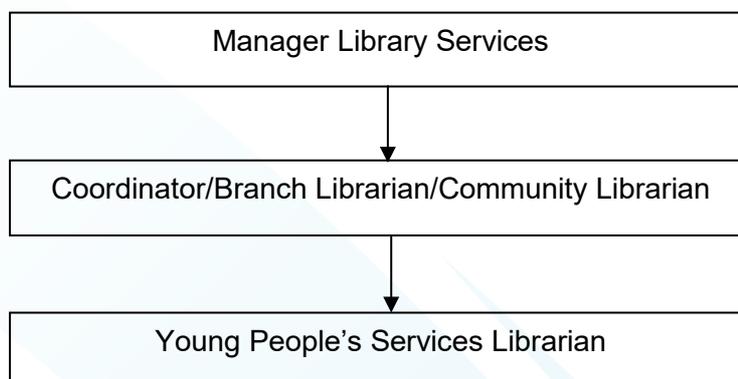
Reporting to: Branch Librarian/Community Librarian/Coordinator

Responsible for: Nil

Membership of: Community Development

Liaison with: Directors, Managers, City of Rockingham teams, City of Rockingham residents and Library customers and clients.

Organisational Chart



Key Responsibilities

Develop, select and maintain a collection of the widest possible range of resources relevant to young people's needs and wants within budgetary provisions.

Deliver services and resources within the fiscal restraints (monitor annual budget).

Prepare and present a range of programmes and activities for children and youth including regular story time, toddler time and rhyme time sessions, Children's Book Week, author and illustrator visits, STEAM activities and school holiday programmes and the promotion of the Better Beginnings Program.

Prepare and present reader assistant programmes and training to assist children and youth to develop library skills, particularly research skills.

Produce, maintain and disseminate promotional material specifically aimed at children and youth through mediums such as displays, website, social media and library information screens.

Raise awareness amongst children, youth, families and schools regarding resources and services available within the library service.

Identify opportunities for service development and delivery through applications for grant funding.

Establish and maintain effective working relationships with appropriate outside agencies, including local primary schools, to ensure wherever possible, an effective and integrated approach to service provision.

Prepare project plans, complete monthly reports and maintain library statistical records of attendance at children's and youth programmes and evaluate relevant initiative and programs.

Review and maintain the general physical infrastructure and resources used in the delivery of services to children, youth and their families, to ensure they meet current professional and safety standards and community expectations.

Provide reference and customer service

Exercise Duty of Care for the Library in the absence of senior officers, including securing the premises.

Supervise the work of the Library Assistants and casual staff as required; be responsible for the effective management of YPS Assistant staff where employed including training, developing and appraisal.

Initiate, provide information and report to library managers on matters relating to current and future library services for children, youth and their families.

Community Development

Plan and present young people's programmes to foster enthusiasm for reading and library usage.
Conduct story time, toddler time and rhyme time sessions for pre-school children.
Conduct school holiday reading and activity programmes for school aged children.
Implement book clubs, author talks and writing competitions for young people.
Promote and Introduce class groups and home school groups to library services as requested.
Provide expert advice and consultation concerning the suitability of information and literacy resources and material for babies, their carers, children and youth.
Implement after school library activity groups.
Develop partnerships both internally and externally and liaise with relevant organisations to develop and support programs and services to children, youth and their families.
Engage with youth in the area to develop relevant programs and services.

Customer Service

Foster, advocate and implement the City's customer service commitment and practices.
Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation.

Corporate Compliance

Maintain safe and compliant work practices in accordance with Occupational Safety and Health legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures.
Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the OSH Roles and Responsibilities Framework.

General

Foster, advocate and implement the City's RESPECT Values Statements.
Perform other duties as directed when appropriate to the scope and level of this position.

Requirements of the Job

Skills, Knowledge and Experience

Working knowledge of child and youth development.
Well-developed IT skills.
High level of written and verbal communication skills.
Demonstrate initiative, problem solving and time management skills.
High level of customer service delivery.
Sound knowledge of local community and its information requirements.
Well developed technology skills including audio-visual equipment and proven capacity to operate a variety of computer programs and applications including social media tools.
Interest and knowledge of services to children and youth.
Sound knowledge of collection development and stock selection principles specific to children and youth.
Ability to communicate and relate effectively with children and youth and their parents.
Ability to work in a team environment.
Thorough knowledge and understanding of reference and information services.
Detailed knowledge of information resources within and outside public library networks.
Knowledge of Library Management applications.
Thorough knowledge of library practices, procedures and systems.
Experience in planning, promoting and implementing community programmes and events.

Experience in a customer service environment.

Previous experience at a senior level in a library environment.

Previous experience in a field of Young People's Services, library services or early childhood education.

Previous experience working with children in a library environment

Qualifications / Experience

Essential

Tertiary qualification in Librarianship/and or Early Childhood Education (eligibility for Associate Membership of Australian Library and Information Association (ALIA)).

Working with Children Check.

'C' Class Driver's Licence.

Scope of Position

The Young People's Services Librarian:

- Has the authority to make recommendations to Manager Library Services.
- Provides specialist professional advice.
- Freedom to act governed by clear objectives and budget constraints.
- Has the authority for day to day operational decision making.
- Prioritises own work to ensure all tasks are performed within a satisfactory time frame; and
- Exercises initiative and/or judgement within clearly established procedures and guidelines.

Certification

Approved by	Manager Library Services		
Number of pages	Four	Date reviewed	June 2020

Roster

Rockingham Central Library Hours

	Week A	Total	Week B	Total
Monday	8:30am – 5:00 pm	8.0 hours	8:30am – 5:00pm	8.0 hours
Tuesday	9:30am – 7:00pm	8.5 hours	9:30am – 7:00pm	8.5 hours
Wednesday	8:30am – 5:00pm	8.0 hours	8:30am – 5:00pm	8.0 hours
Thursday	8:30am – 5:00pm	8.0 hours	8:30am – 5:00pm	8.0 hours
Friday	Not Rostered		8.30am – 5.00pm	8.0 hours
Saturday	Not Rostered		9.00am – 12noon	3.0 hours
		32.5 hours		43.5 hours

Hours are subject to change, consultation prior to change will take place with the successful employee.

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the relevant information you provide in your application.

In the interests of fairness and equity, late applications WILL NOT BE ACCEPTED.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and also set out in the application questions when you apply. You must address these as part of your application.

If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.

Covering Letter (Optional)

You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Provide names, work addresses and contact telephone numbers of referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

If you have any queries

Please contact a member of the Human Resource Development Team.

jobs@rockingham.wa.gov.au

(08) 9528 0471
