

# POSITION DESCRIPTION

## LIBRARIAN DIVERSITY

<b>POSITION NUMBER</b>	<b>LIB060</b>
<b>DIRECTORATE</b>	<b>Community and Culture</b>
<b>SECTION</b>	<b>Library Resources</b>
<b>REPORTS TO</b>	<b>Team Leader, Library Content &amp; Discovery</b>
<b>DIRECT REPORTS</b>	<b>Nil</b>
<b>GRADE</b>	<b>11</b>
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2020
<b>DATE PREPARED</b>	December 2019
<b>DATE LAST UPDATED</b>	August 2020

### 1. PURPOSE OF THE POSITION

To develop, deliver and promote library collections, services and resources that increase awareness of the positive value of cultural diversity; foster cultural dialogue; and support inclusion and participation of persons and groups from diverse cultural backgrounds.

### 2. KEY ACCOUNTABILITIES

- 2.1 Develop and maintain culturally and linguistically diverse collections and resources that reflect the diversity of our community and support language learning; cultural expression; and the preservation of cultural heritage.
- 2.2 Oversee the development and delivery of programs that support the inclusion and participation of persons and groups from diverse cultural backgrounds.
- 2.3 Foster partnerships with individuals and groups to facilitate greater capacity to meet community needs and promote inclusivity.
- 2.4 Promote awareness of the positive value of cultural diversity and support the exchange of knowledge and best practices to increase the equitable access, inclusivity of library services.
- 2.5 Evaluating the delivery of targeted services to culturally and linguistically diverse communities to ensure progress against agreed benchmarks.

### 3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

#### 4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

#### 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

#### 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

#### 7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

#### 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

#### 9. SELECTION CRITERIA

##### **Qualifications, Certificates & Licences**

- 9.1 Tertiary qualifications in Library and Information Science or a relevant discipline.
- 9.2 Current/Valid driver's license

##### **Essential**

- 9.3 Demonstrated experience in implementing, promoting, delivering effective and relevant library services, programs and events for culturally and linguistically diverse communities encouraging literacy, creativity and lifelong learning.
- 9.4 High level customer focused approach to service delivery and sound knowledge of community engagement principles, processes, and current best practice methods.
- 9.5 Strong analysis and problem solving skills and experience in planning, developing and implementing plans and evaluating their success.
- 9.6 Strong presentation and public speaking skills, with the ability to write and present confidently to different audiences.
- 9.7 Ability to work within a team environment, influence, develop and manage business relationships.



9.8 Demonstrated interest and experience in the application of technology for the delivery of high-level library services

**Desirable**

9.9 Certificate IV in training

9.10 Proficiency in speaking Mandarin.

**EMPLOYEE ONLY**

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

