

## Position Description

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<b>POSITION:</b>	Children's and Youth Services Librarian – Braybrook
<b>DIRECTORATE:</b>	Community Services
<b>SECTION:</b>	Arts, Culture and Libraries
<b>DEPARTMENT:</b>	Libraries
<b>LOCATION:</b>	This position is based at Braybrook Library and works across other library branches within the municipality.
<b>DATE:</b>	September 2021

### **ORGANISATIONAL RELATIONSHIPS**

<b>Reports to:</b>	Team Leader Braybrook Library and Team Leader, Children's and Youth Services.
<b>Supervises:</b>	Circulation and relief desk staff when rostered on Information desk.
<b>Internal Liaisons:</b>	Other library staff, Community Services Directorate staff, Community Relations Staff, Family and Children's Services Council staff, Community and Neighbourhood Centres, other Council departments as required.
<b>External Liaisons:</b>	<p>This position will work within the Braybrook and broader Maribyrnong community, Public Libraries Victoria, and other relevant professional groups, networks and agencies.</p> <p>Other external liaisons include Braybrook organisations, kindergartens, Maternal and Child Health Centres, local primary and secondary schools, library networks and support groups.</p>

**AWARD CLASSIFICATION:** Band 5

**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement, there are policies and procedures that apply to your employment. These policies and procedures are formulated by the Council for the efficient and fair administration of employment and other business matters. You must diligently comply with its policies and procedures as amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on the Council.

**HOURS OF DUTY:** 35 hours per week, with the option to take one rostered day off per 20 day working cycle. Rostered days off are to be taken at a mutually agreed time that meets operational and personal requirements. Regular rostered evening duty shifts per week, including one Saturday shift in four and Sunday shifts as required.

**POSITION STATUS:** Temporary Full Time until 30 June 2022

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### PRIMARY OBJECTIVES OF POSITION

To contribute to the provision of an effective and efficient library and information service which meets the needs of the Maribyrnong community in accordance with policies and budget.

To provide effective and efficient service and promotion of children's and young adult programs and collections at Braybrook Branch Library, and other branches as directed by the Team Leader, Children's and Youth Services Librarian.

### DUTIES AND RESPONSIBILITIES

#### Children's and Youth Services

Monitor and report on branch library children's and youth resource collections and services under the supervision of the Team Leader, Children's and Youth Services Librarian.

Maintain currency of collections by regular assessment for mending, weeding and replacement as appropriate and according to the Collection Development Plan and under the supervision of the Team Leader, Children's and Youth Services Librarian.

Plan and organise children's and youth regular and one-off programs within set budget parameters under the supervision of the Team Leader, Children's and Youth Services Librarian.

Deliver outreach visits in order to promote literacy, reading and library services including to local primary and secondary schools, Maternal and Child Health Centres, Kindergartens, Community Centres and Neighbourhood Houses and other appropriate organisations and groups.

Develop and nurture partnerships with key groups and stakeholders in the region with particular reference to the Braybrook branch immediate environs.

Work with other members of Children's and Youth Services Team to plan and deliver programs, promote and develop collections.

Deliver introductory sessions on library services to local schools and other groups as appropriate.

#### Information desk shifts

Undertake information desk duties as rostered in all branches of the library service. This comprises approximately 60% of this role.

Provide effective and professional reference and information services to all library users.

Participate in general library user education programs e.g. library tours, internet demonstrations.

#### Staff

Provide training and assistance to other library staff involved in the provision of children's and young adult services where required.

Participate in developing and implementing children's, young adult and reference training sessions.

Supervise library desk operations when rostered for information desk shifts including circulation desk and shelving routines.

Support all aspects of branch procedural and operational matters and as required, supervise and manage branch staff and procedures to ensure that efficient, consistent and approved branch and service practices are maintained.

Ensure any employee/s that are under their supervision are trained in safe work practices and safe operation of equipment and are made aware of all occupational health and safety policies and procedures.

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### General

Participate in and perform duties required by various library teams as required e.g. Collection Services, Support Services.

Perform duties as required e.g. shelving, perfect ordering, library tidying, library preparation for programs and events.

Prepare reports as required and coordinate the collection of relevant statistical data relating to Children's and Youth Services.

Maintain and continually develop professional awareness through reading of professional and other relevant literature and attendance at professional meetings and seminars.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

### **Organisational Responsibilities**

Adherence to the Victorian Occupational Health and Safety Act 2004, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.

It is important that employees consider their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.

Be familiar with Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.

Practice and promote Council's Equal Opportunity, Harassment and Bullying principles by treating fellow staff and our customers fairly and equitably and without discrimination, harassment or bullying.

Only make decisions, including financial, in accordance with Council's Sub-Delegation Operating Authority (Finance and General Administration).

Promote a positive image of the council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

### Corporate Culture

Staff at Maribyrnong City Council will be guided in their behaviour and conduct in the delivery of its services by the values listed below:

#### **Respect**

This includes the promotion of: inclusiveness, empathy, communication, good will.

#### **Integrity**

This includes the promotion of: honesty, loyalty, ethical behaviour, trustworthiness.

#### **Courage**

This includes the promotion of innovation, considered risk, creativity, problem solving, initiative accountability, responsibility.

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### ACCOUNTABILITY AND EXTENT OF AUTHORITY

#### Accountable for

The incumbent of this position is accountable for:

- Delivery of high quality and effective children's and young adult programs and collections that are cost effective and delivered within agreed timelines as part of the Maribyrnong Library Service;
- Contributing to the provision of an effective and efficient library and information service which meets the needs of the Maribyrnong community in accordance with policies and budget accepted by Council;
- Ensuring that any employee/s under their supervision is trained in safe work practices and safe operation of equipment and are made aware of all occupational health and safety policies and procedures;
- Ensuring frequent consultation/reporting occurs with the Team Leader Yarraville Branch Team Leader and Children and Youth Services Team Leader regarding progress and adherence to plans;
- Adopting a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.

#### Authority to:

- manage rostered desk shifts and shelving routines;
- issue receipts for monies received in the course of normal duties;
- enforce library policies;
- author and sign correspondence on behalf of Council within areas of position responsibility;
- open and close all library buildings.

### JUDGEMENT AND DECISION MAKING

The objectives of this position are usually well defined however the incumbent is required to use their technical and professional knowledge and experience to make decisions regarding children and young adult programs and collections, relevant technology required, processes to be followed and equipment to be used.

The Children and Youth Services Librarian – Yarraville Branch is expected to make selection and collection maintenance decisions regarding children's and young adult materials within collection development policy and budget guidelines and under the guidance of the Team Leader, Children's and Youth Services Librarian.

The position can involve problem solving and some creativity and originality is required. Guidance and advice would usually be available within the time required to make a decision or choice of direction.

The incumbent has responsibility for staff supervision when rostered to work on the Information Desk, and is required to make decisions regarding management of circulation desk for that shift.

### SPECIALIST SKILLS AND KNOWLEDGE

An understanding of the relevant technology, procedures and processes used within the children's and young adult programs and collections field and the ability to apply this knowledge.

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An understanding of the function of the position within its organisational context including relevant procedures and policies relating to the library and appreciation of the goals of the wider organisation.

Ability to work in partnership with identified agencies as relevant to the role.

Wide knowledge of children's and young adult literature and publishing developments.

An ability to plan, develop and conduct effective and relevant reading and information literacy programs for children and youth.

An ability to liaise effectively and sensitively with a range of individuals and agencies.

Accuracy in work and ability to attend to detail.

Community focused approach to service delivery.

Familiarity with and/or knowledge of relevant other language(s) and culture(s) and an awareness and appreciation of the diversity of the community.

Appreciation of the role public libraries play in community development and community building.

Knowledge of and interest in latest developments in information technology and its role in developing innovative library services.

Demonstrated ability to use software and digital applications.

### **MANAGEMENT SKILLS**

Leadership, motivational and supervisory abilities.

Ability to participate in the setting of objectives and action plans.

Ability to manage time effectively, to set priorities and to plan and organise own work within the context of the library team environment and a rostered timetable.

Ability to provide other staff with on the job training in relevant areas, and supervise staff while rostered on the Information Desk.

### **INTERPERSONAL SKILLS**

Effective oral and written communication skills.

Appropriate liaison and community engagement skills particularly with children and youth of all ages and with people from culturally and linguistically diverse backgrounds.

Ability to produce statistical and written reports.

Ability to work independently as well as part of a team.

Ability to gain cooperation and assistance from other staff and members of the public.

### **PHYSICAL REQUIREMENTS OF THE POSITION**

This position involves frequent and sustained hours of lifting, standing, twisting, turning, pushing, pulling, reaching, bending, opening and closing actions during the processing and shelving of books/items and in the execution of required duties. Both fine and gross motor movements are involved for the upper and lower parts of the body and extremities.

The frequent and sustained use of computers, scanning devices, de-activation and re-activation security devices and openers and office equipment are also involved.

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### QUALIFICATIONS AND EXPERIENCE

Tertiary qualification which confers eligibility for professional membership of the Australian Library and Information Association as a qualified librarian.

Experience working in a library environment, preferably in a public library.

Experience in the development and delivery of children and young adult services and programs.

Current Victorian driver's licence.

Current Working with Children Check.

### KEY SELECTION CRITERIA

Tertiary librarianship qualification which confers eligibility for professional membership of the Australian Library and Information Association as a qualified librarian.

Ability to work in partnership with identified agencies as relevant to the role.

Experienced in the development of children and young adult collections.

Ability to plan and deliver effective programs for children and young adults.

Demonstrated customer service experience, preferably within a public library environment.

Strong communication skills both written and verbal with the ability to engage effectively with children, youth of all ages and people from culturally and linguistically diverse backgrounds.

Proven proficiency in the use of technology and online applications.

Ability to manage time effectively, set priorities and plan and organise own work, and the work of any employees under the incumbent's supervision, within the context of the library team environment.

Current Victorian Drivers licence.

Working with Children Check.

Physically and mentally fit to undertake duties as outlined in this position description. The position requires the incumbent to complete a pre employment medical check.

No relevant criminal record found in a police check.

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The following signature is required to indicate understanding and agreement of the position description.

Agreed: .....Staff Member      Date: .....