



## POSITION DESCRIPTION

Position	Children's and Youth Services Librarian
Primary location	Various - Refer to Job Application Guide
Award classification	Band 5
Position duration	Various - Refer to Job Application Guide
Hours of duty	Various - Refer to Job Application Guide
Conditions of employment	Geelong Regional Library Corporation (GRLC) Enterprise Agreement (2013) and its successors
Occupant	Vacant
Approved by	Executive Manager Corporate Services
Date	15 January 2016

## POSITION OBJECTIVES

Actively contribute to the development of an effective and efficient library and information service to meet the recreational, cultural, information and education needs of children and young adults.

Develop and deliver literacy and reader development programs and services.

Develop and deliver outreach programs and services to support access to relevant and innovative library services.

Support the planning and delivery of children's and young adult library collections.

Develop and nurture partnerships with relevant stakeholders.

Contribute to GRLC forward planning processes relating to library services for children and young adults.

Fulfil the organisational objectives in accordance with approved plans, policies, procedures and guidelines.

## ORGANISATIONAL CONTEXT

The Geelong Regional Library Corporation is one of Victoria's largest library networks covering some 5,500 square kilometres providing library and heritage services to four councils: Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire.

The network comprises a Central Library located in the heart of Geelong’s cultural precinct, a group of fifteen Community Libraries in urban, rural and coastal locations, two mobile library services and a community library service.

**ORGANISATIONAL RESPONSIBILITIES**

To contribute to the achievement of the vision, mission and goals through the strategies and actions articulated in the Library Plan

To adopt and model GRLC’s values embodied in the service principles articulated in the Library Plan:

- Intellectual freedom
- Equity and access
- Community focus and engagement
- Innovation
- Collaboration
- Workforce support and development
- Integrity and service excellence
- Good governance

To contribute to a creative, flexible and resilient Children’s and Youth Services team, Library Services and Customer Experience team and Geelong Regional Library Corporation team.

To work according to the Library’s values and service principles through individual and team actions.

To take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions in our workplace.

**ORGANISATIONAL RELATIONSHIPS**

**Reports to:** **Manager, Children’s and Youth Services** regarding implementation of Children’s and Youth Services strategic actions and work plans.  
**Branch Librarian** regarding branch operational strategic actions and work plans.

**Directly supervises:** n/a

**Internal Liaisons:** Library staff

**External Liaisons:** Library users, visitors and guests  
Early Years Networks and Partnerships  
Youth Services Networks and Sectors  
Community Sector and groups  
Playgroups, Childcare Centres, Kindergartens  
Education and community education sectors  
Victorian public library colleagues  
Suppliers, contractors and service providers  
Member Council staff including maternal and child health nurses

## **KEY RESPONSIBILITIES**

### **1. Children's and Young Adult Services**

Adopt and model a human-centred approach that ensures positive customer experience.

Support the planning and delivery of children's and young adult library collections, in traditional and emerging formats, in consultation with the Manager Children's and Youth Services, GRLC Collections Team and Branch Librarian.

Develop and deliver library and information services that meet the diverse needs and interests of children and young adults and support their learning and personal development needs.

Maintain awareness of current trends and innovative practice in children's and young adult library services and contribute ideas to planning discussions.

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

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

Contribute to ensuring the tasks and requirements of the Manager, Children's and Youth Services are carried out in his/her absence.

### **2. Programs and Outreach**

In consultation with the Manager, Children's and Youth Service, develop, implement and evaluate innovative infant, children's and young adult, reading, literacy and numeracy programs within the framework of the library's strategic plan.

Plan and facilitate regular library visits.

Supervise behaviour of program participants to maintain a safe and enjoyable library environment for all.

Proactively promote GRLC widely in the community.

Undertake targeted community outreach with key priority groups to promote library services specifically relating to children and young adults.

### **3. People and Teams**

Establish and maintain relationships with internal and external stakeholders.

Undertake rostered circulation and general information duties.

In accordance with GRLC performance planning development and review processes, participate in performance reviews and prepare an annual work plan to support organisational objectives.

Contribute to the successful operation of the library service by assisting colleagues and senior staff with the implementation of activities related to GRLC's Strategic Plan.

Attend and participate in staff meetings.

Assume the responsibilities for the operation and security of the branch in the short-term absence of the Branch Librarian.

#### **4. Information Technology**

Provide library based information technology programs including access to the internet and software packages.

Troubleshoot information technology issues and problems as required.

Ensure timely communication with specialist staff to ensure that information technology hardware and software programs are maintained at optimum level and with minimum downtime.

Maintain awareness of ongoing technological advances and how they can improve access to information and library services for children and young adults.

#### **5. Budget**

Contribute to the development of relevant budgets

#### **6. Reporting**

Report on the evaluation of programs and activities in keeping with GRLC reporting requirements.

Prepare other reports as required.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

This position is accountable for the key responsibilities outlined in the position description and has authority to carry out these responsibilities.

Authority is determined by GRLC policies and procedures, clear objectives and work plans.

Management guidance is available.

## **JUDGEMENT AND DECISION MAKING**

Deliver work plans and actions based on agreed resources.

Use previous experience and agreed protocols when making decisions.

Guidance is available as required.

## **SPECIALIST SKILLS AND KNOWLEDGE**

Knowledge of community development and children's and young adult issues within local communities.

Ability to support and work effectively with children, young people and their families, relevant stakeholders, as well as part of a multi-disciplinary team.

Awareness of and ability to implement library policies and strategies.

Demonstrated ability in the planning, promotion and delivery of programs and activities for children and young adults.

Sound general knowledge and interest in reader and literacy development.

Knowledge of and interest in latest developments in public library trends, information technology and provision of virtual library services.

High standards of safety consciousness and respect for GRLC equipment and property.

## **MANAGEMENT SKILLS**

Ability to manage time effectively, prioritise and plan own work to achieve library objectives.

Ability to contribute to continuous improvement within GRLC's strategic and policy context.

Proven ability to work independently and constructively as a flexible team member.

An understanding of the organisational context, including procedures and policies relating to the library and the goals of GRLC.

## **INTERPERSONAL SKILLS**

Highly developed interpersonal and written communication skills.

Ability to develop and maintain partnerships with key stake holders.

Conflict resolution skills.

Ability to liaise effectively and sensitively with a diverse community.

## **QUALIFICATIONS AND EXPERIENCE**

Tertiary qualification which confers eligibility for Associate Membership of Australian Library & Information Association or relevant tertiary qualification in early year's development and literacy.

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

Experience in program planning and service delivery desirable.

Current Victorian Drivers Licence.

First Aid qualifications desirable.

Current Working With Children Check.

## **KEY SELECTION CRITERIA**

Knowledge and understanding of child development and early year's literacy development support.

Demonstrated experience in the planning, development, management, implementation and evaluation of community responsive children's and young adult reading, literacy and numeracy programs and activities preferably within a public library setting.

Knowledge of and interest in latest developments in children's and young adult literature, reading and recreational trends.

Skills and expertise in indigenous cultural programs or multicultural services or disability access desirable.

High level skills in information technology and software including Microsoft Office suite, Web based systems, Library Management System applications.

Good oral and written communication skills.

Ability to handle a variety of issues concurrently with minimal supervision.

Ability to foster and maintain positive partnerships with key stakeholders.

Understanding of the roles of the public libraries in community building through programs, events, lifelong learning and literacy development.

High level communication and interpersonal skills including the capacity to relate to people of all backgrounds and ages.

Current working with children check.

Current Victorian Drivers Licence.

Tertiary qualification which confers eligibility for Associate Membership of Australian Library & Information Association or relevant tertiary qualification in early year's development and literacy.

## **TERMS AND CONDITIONS**

The Children's and Youth Services Librarian is classified as a Band 5 within the Geelong Regional Library Corporation Enterprise Agreement 2013 and effective 1 July 2015, the salary is \$62,420 - \$71,780 per annum plus superannuation.

Vision Super scheme is the default fund determined in the Enterprise Agreement. Annual, sick and long service leave accruals apply pursuant to the Enterprise Agreement.

Rostered hours will be determined by the Branch Librarian according to operational requirements and are subject to change. The Enterprise Agreement 2013 provides for a spread of normal hours between Monday to Friday and Saturday mornings until 12 noon. Hours worked on Saturday afternoon and Sunday will attract penalty rates.

Appointment to this position is subject to the successful applicant being able to provide or willing to undergo a Police and Working with Children check.

A six month probationary period applies.

## **SPECIAL CHARACTERISTICS**

In line with operational requirements, work may be rostered at any service location within the Corporation and a component of evening and weekend will be required as part of the normal rostered hours of duty of this position.

Physical work and manual handling is an intrinsic requirement of working in libraries. This includes standing for significant periods of time, continuous activity that involves movements such as lifting, bending, carrying and pushing.

## **JOB APPLICATION GUIDE**

All applicants should carefully read the **Job Application Guide** located on the Employment page of the website, which provides further information and outlines the requirements when applying for a job with GRLC.

## **CLOSING DATE FOR APPLICATIONS**

**Sunday, 7 February 2016.**