

POSITION DESCRIPTION

POSTION	CHILDREN AND YOUTH SERVICES LIBRARIAN
SECTION/WORK UNIT	Customer Experience
LOCATION	Geelong Library/Torquay Library
AWARD CLASSIFICATION	Band 5
HOURS OF WORK	Permanent Full-time 70 hours per fortnight @ Torquay Permanent Part-time 56 hours per fortnight @ Geelong
CONDITIONS OF EMPLOYMENT	Geelong Regional Library Enterprise Agreement (2020) and successors
REPORTS TO	Library Coordinator
OCCUPANT	VACANT
APPROVED BY	Executive Manager, Customer Experience
DATE	March 2022

WHO WE ARE

The Geelong Regional Library Corporation's (GRLC) purpose is to provide *a thriving public library service that boosts our communities' health, prosperity, connectedness and belonging*. This is particularly pertinent as we contribute to the recovery of our region during and post pandemic.

We are a consistently recognised leader in Victoria's public library sector and provide services across the five local government areas that are part of the G21 region. This includes 19 libraries and 3 mobile library services, with five new libraries planned to open by 2025.

We create safe and welcoming spaces for everyone and host a rich calendar of learning and cultural programs and events with live audiences and via online platforms.

We continue to embed an organisational culture that is curious, caring, skilled and confident to experiment during these transformative times.

We are focussed on establishing strategic transformative frameworks and systems that will ensure we are known as a sustainable, well governed, and future focussed organisation.

We aspire to be regional leaders in technology and innovation so that, as the custodians and distributors of accumulated knowledge and resources, we can ensure universal access for everyone in our growing region, whether online, in our libraries, or through outreach and innovative partnerships.

POSITION OBJECTIVE

Lead staff in the delivery of high-quality customer service that is responsive to community needs

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 maintain relationships with strategically aligned stakeholders

Contribute to planning processes relating to library services for programs and events for children and young adults

ROLE RESPONSIBILITIES

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

In consultation with the Manager, Children and Youth Services develop, implement, and evaluate children and young adult programs within the framework of the library's strategic plan

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

Establish and maintain effective relationships with internal and external stakeholders

Actively assist branch team colleagues undertaking required branch functions including the provision of customer service to library customers, fulfilling the supervisory functions of the Library Coordinator (for short-term absences)

Demonstrate a commitment to continuous learning, contributing to the professional development activities of the CYSL team

Provide information technology programs that meet the diverse needs and interests of children and young people

Complete required reporting to ensure they are accurate and concise to inform program monitoring and evaluation

CLASSIFICATION DEFINITIONS

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountable for performing the key responsibilities outlined in the position description

Fulfil the Library Coordinator responsibilities when that role is absent

Under the guidance of the Manager Children's and Youth Services, plan, implement and evaluate the delivery of children's and young adult reading, literacy and digital literacy programs

Responsible for library facility opening and closing procedures as rostered

Accountable for the appropriate use of corporate property and equipment

Management guidance is available

JUDGEMENT AND DECISION MAKING

Ability to think creatively to develop innovative approaches, methods and processes utilising relevant knowledge and experience

Required to make decisions on the day-to-day operation of the library

Ability to identify and resolve problems using standard procedures and guidelines and provide recommendations within scope of expertise

Ability to ensure consistency in CYSL learning programs across the library service by consulting with library staff involved in delivering programs

Provide input into policies, plans and procedures for the library service relevant to area of responsibility

Deliver work plans and actions based on agreed resources and alternatives

Guidance is available as required

MANAGEMENT SKILLS

Ability to effectively mentor Library Officers to deliver CYS programs

Ability to prioritise workflows and resolve customer issues in a busy customer service environment

Ability to work independently

Ability to work in accordance with OH&S, Child Safe Standards, and other legislative requirements and organisational procedures and policies

Effectively manage own time to meet the commitments of the CYS librarian specialist responsibilities and branch responsibilities

INTERPERSONAL SKILLS

Well-developed facilitation skills

Highly developed interpersonal and written communication skills

Ability to achieve collaborative relationships with stakeholder

Well-developed conflict resolution skills

Ability to deliver engaging and stimulating programs and events

Ability to uphold a non-judgemental approach when working with a diverse range of community members

Demonstrate a growth mindset

SPECIALIST SKILLS AND KNOWLEDGE

Possess a high level of competency in reader development and ability to develop and deliver literacy-based programs

Knowledge of community development and children's and youth issues within local communities

Ability to support and work effectively with children, young people and their families and relevant stakeholders

An understanding of the principles of child development and early year's literacy development

Demonstrated ability to deliver information services, including anticipating and responding to emerging trends in reader and literacy development

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

Plan and deliver CYS programs to achieve learning outcomes aligned to research and strategic priorities

QUALIFICATIONS, CERTIFICATIONS AND EXPERIENCE

Degree or graduate diploma in a relevant discipline (or undertaking qualification)

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

Experience in program planning and delivery highly regarded

Current Victorian Drivers Licence

First Aid qualifications desirable

Current Working with Children Check - mandatory

Covid-19 Vaccine certificate - mandatory

KEY SELECTION CRITERIA

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

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

Experience working in a team environment

Knowledge of and experience in working within a child safe environment

Possess a high level of competency in reader development and ability to advance literacy-based programs

Knowledge of community development and children's and youth issues within local communities

Ability to support and work effectively with children, young people and their families and relevant community stakeholders

An understanding of the principles of child development and early year's literacy development

Demonstrated ability to deliver information services, including anticipating and responding to emerging trends in reader and literacy development

ORGANISATIONAL RESPONSIBILITIES

Library Plan

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

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

Occupational Health & Safety

Adhere to all Occupational Health and Safety policies and procedures including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes

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

Culture

Contribute to a more flexible, resilient, and proactive culture by participating in organisational and strategic teams

Practice and promote EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment

Promote library spaces and services as welcoming, safe and inclusive through high professional standards and via the provision of services in a courteous and kind manner

Ensure awareness and adherence to all Geelong Regional Library Corporation policies and procedures

ORGANISATIONAL RELATIONSHIPS

Reports to: Library Coordinator

- Directly supervises:** Local branch staff as rostered
Work placement and work experience students
- Internal Liaisons:** All staff
- External Liaisons:** Library users
Key local stakeholders
Victorian Public Library colleagues
External suppliers, contractors, and service providers
Member Council staff

OTHER RELEVANT INFORMATION

The Children and Youth Services Librarian position is classified as Band 5 within the Geelong Regional Library Corporation Enterprise Agreement 2020 and the salary is currently \$71,893 to \$82,674 pro rata plus 10% superannuation

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

A six-month probation period applies

It is an expectation that all GRLC employees will perform their job professionally, respectfully, and pleasantly, in accordance with the principles and practices of workplace diversity, workplace participation and in support of a safe working environment

GRLC is a child safe, and child friendly organisation committed to ensuring that all children who visit our libraries have the right to feel and be safe. Appointments to positions are subject to successful applicants providing valid Working with Children and Police checks

GRLC values equal opportunity and strives to create an inclusive and welcoming work environment that represents the diverse community we service. Applications from Aboriginal and Torres Strait Islander people are encouraged

We encourage expressions of interest and applications from people with a lived experience of disability, or long-term illness or injury and people of all abilities, cultures, ages, sex, and gender

APPLICATION PROCESS

Applications marked “private and confidential” including a covering letter, curriculum vitae, statement addressing the key selection criteria (no longer than two pages) and three professional referees should be forwarded by email to Subha Simpson, Manager, People and Culture at jobs@grlc.vic.gov.au

Have you got questions?

Enquiries: Please contact Katherine O’Neill (Library Coordinator, Geelong Library) on 4201 0640 or Victoria Mathews (Library Coordinator, Torquay) on 4201 0667.

CLOSING DATE FOR APPLICATIONS: SUNDAY, 10 APRIL 2022