

## LIBRARY PROGRAMS OFFICER

### Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

### Our Goals

<b>Thriving Community</b> <i>A City where people have the opportunity to connect and flourish</i>	<b>Prosperous Economy</b> <i>A City with a thriving economy that enriches its local community</i>	<b>Clean And Green City</b> <i>A City that values its natural environment</i>	<b>Places For People</b> <i>An accessible City where people love to be</i>
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### Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.  
Our systems, processes and tools are contemporary and reflect leading practice.  
Our assets and finances are managed with good stewardship.

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### Our Organisational Values

<b>Make a Difference</b> We serve our community well <ul style="list-style-type: none"><li>• Deliver public good</li><li>• Improve the quality of people's lives</li><li>• Community focussed</li><li>• Deliver Council's City Plan</li></ul>	<b>Grow &amp; Improve</b> We improve our work everyday <ul style="list-style-type: none"><li>• Innovate</li><li>• Continuously improve</li><li>• Problem solve</li><li>• Adapt &amp; change</li><li>• Engage the community</li><li>• Shape the future</li></ul>	<b>Better Together</b> We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none"><li>• Trust, honesty, integrity</li><li>• Care &amp; support each other</li><li>• Work as a team</li><li>• We celebrate success</li><li>• We are accountable</li><li>• Open communication</li></ul>
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The position is:

<b>Position Title</b>	<b>Library Programs Officer</b>		
<b>Department &amp; Section</b>	<b>Community Development – Community Learning &amp; Libraries</b>		
<b>Team</b>	<b>Community Learning</b>		
<b>Reporting to</b>	<b>Community Learning Leader (Libraries)</b>		
<b>Positions Reporting to it</b>	<b>Nil</b>		
<b>Classification and Stream</b>	<b>MOA 2</b>		
<b>Position Number</b>	5519	<b>Prescribed Position:</b>	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>

**How does this position contribute to our community?**

- Help make the City of Port Adelaide Enfield a city where people love to be. A city of opportunity and a city that supports community wellbeing by providing welcoming and flexible services, resources and programs to library customers.

**What does the position do?**

- Deliver exceptional customer experiences to library users across the City of PAE
- Assist and support in the preparation and delivery of high-quality literacy-based programs and activities, with a focus on Children and Youth.
- Ability to work across all ages and demographics.
- Maintain up to date knowledge and skills to enable the delivery of outcomes based, best practice programs across a range of demographics, ages, and abilities.
- Facilitate access to information, resources, programs and lifelong learning opportunities, to support positive wellbeing and healthy communities.
- Support the day-to-day operations of the Library service.
- Support other library officers, agency staff, trainees and volunteers.
- Actively promote and market the Library Service to increase community awareness and understanding of Library services, resources and facilities.
- Support customers with community spaces at the Libraries, including room preparation, bookings and technology support.
- This position works across all of the City of PAE Libraries.
- Other reasonable duties as required are undertaken.

**What outcomes does the position deliver?**

- Libraries are places where customers can access assistance to support their literacy, information, and recreational needs.
- Exceptional library provision and customer service that is welcoming, effective and inclusive.
- Library programs delivered to a high standard, and meet the information, literacy, recreation and social needs of the community.

**The behaviours we expect the position to contribute to our workplace are:**

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement

# POSITION DESCRIPTION



- Adaptability and flexibility to new ideas and concepts

## **Qualifications for the position**

- A Diploma in Library & Information Management (Library Technician) is desirable
- Current WWCC & Vulnerable Person Related Clearance (or willing to obtain)
- Current National Police Clearance (or willing to obtain)
- Current Driver's License

## **Experience**

- Experience in Customer Service in a public library setting is desirable
- Experience in the delivery of programs or working with children is desirable.
- Experience and/or understanding of Records Management Responsibilities and Practices within local government.
- Current WWCC & Vulnerable Person Related Clearance (or willing to obtain)
- Current National Police Clearance (or willing to obtain)
- Current Driver's License desirable

## **Knowledge**

- Knowledge of public libraries and their role in society, including current trends and innovation.

## **Information Management/Cyber Security**

- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.

## **Child and Vulnerable People Safe Environment**

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

## **Our Safety and Return to Work Commitments**

### All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.