



Library Programs Officer

The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

We have a plan to achieve our vision:

ECONOMY

We are a thriving economy and a business-friendly City

COMMUNITY

We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike

ENVIRONMENT & HERITAGE

We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated

PLACEMAKING

We are a unique and distinctive collection of active places, created and cared for through strong partnerships

LEADERSHIP

We are an innovative, collaborative and high performing leader within local government

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 community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values:

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

POSITION DESCRIPTION



The position is:

Position Title	Library Programs Officer		
Department & Section	Community Development - Libraries		
Team	Community Learning		
Reporting to	Community Learning Leader (Libraries)		
Positions Reporting to it	Nil		
Classification and Stream	MOA Level 2 – General Officer		
Position Number	5603	Prescribed Position:	Yes

How does this position contribute to our community?

- You will 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?

- Provide welcoming, knowledgeable customer service which supports the community's access to Library services such as information and resources, technology, programs and spaces.
- Assist and support in the preparation of, and delivery of, high-quality literacy-based programs and activities with a focus on Children and Youth, however able to work across all ages and demographics.
- Maintains up to date knowledge and skills to enable the delivery of outcomes based, best practice programs across a range of demographics, ages, and abilities.
- Contribute to the day-to-day operations of the Library service, including branch upkeep, Collections maintenance and ensuring a high standard of presentation is achieved
- 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 of community spaces at the Libraries, including room preparation, technology support and room bookings.
- This position works across all of the City of PAE Libraries.
- Work some out of hours, evenings, and weekends to support the operational requirements of the library service.
- Other reasonable duties as required are undertaken

What outcomes does the position deliver?

- A brilliant customer experience for all users of the City of PAE Library service
- Libraries are places where customers can access assistance to support their literacy, information, and recreational needs.
- Parents understand how to support their child to be 'school ready'.
- People learn and play together.
- A child safe environment is maintained and promoted.
- The community consider City of PAE Libraries to be important in their lives.

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

POSITION DESCRIPTION



- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts
- Strong and effective communicator and listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- Operates with a high level of empathy and openness to ideas and diversity

Qualifications for the position

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

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.

Knowledge

- Knowledge of public libraries and their role in society, including current trends and innovation.
- Knowledge of event/program planning and delivery.
- Awareness of effective marketing strategies in relation to programming and event promotion.

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 his or her 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 his or her 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

Employee Signature: _____

Print Name: _____

Date: _____