

<b>Position Title</b>	<b>LIBRARY PROGRAMS OFFICER</b>
<b>Department</b>	<b>Community, Cultural and Economic Development</b>
<b>Branch</b>	<b>Libraries and Customer Services</b>
<b>Section</b>	<b>Business Support and Library Content</b>
<b>Team</b>	<b>Library Programs</b>
<b>Award Stream and Level</b>	<b>Community and Environmental Services Level 4</b>
<b>Review Date</b>	<b>October 2022</b>

<b>Our Purpose</b>	Together we proudly enhance the quality of life for our community.
<b>Our Values</b>	Underpin behaviours that support and enable us to work constructively together to achieve our purpose.

Our Values:



COLLABORATION



COMMUNICATION



INTEGRITY



EFFICIENCY



LEADERSHIP

**1. PRIMARY ROLE:**

Work with the Library Program Team Leader to develop, implement and deliver innovative and contemporary programs, events and initiatives consistent with the library's strategic direction, industry best practice and Council's policies and procedures.

Support the overall achievement of Library Programming objectives.

**2. ORGANISATIONAL STRUCTURE:**

This position reports to the Library Program Team Leader.

**3. KEY RESPONSIBILITIES:**

3.1 Develop and implement programs, events and other initiatives for regional service delivery and targeted community engagement with Library collections, spaces, services and technologies.

3.2 Develop and produce high quality and relevant documentation and resources to support and enhance program delivery.

3.3 Model a client focussed approach that reflects continuous improvement and the achievement of objectives within a high performing and collaborative team framework.

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- 3.4 Model dynamic and professional program delivery that promotes ongoing engagement with the Library across diverse audiences.
- 3.5 Actively participate in industry, Council and external stakeholder networks aligned to library goals.
- 3.6 Research, recommend and initiate innovative programs, grants and other concepts that reflect industry awareness and the integration of new and emerging trends and technologies as appropriate.
- 3.7 Develop and use survey and evaluation tools to measure, evaluate and report on program outcomes as required.
- 3.8 Perform any other duties that are reasonably within the competency, skills and training of incumbent as may be directed from time to time by the position's supervisor.

**4. CORPORATE EXPECTATIONS:**

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the Human Rights Act 2019 and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
  - Participate in planning, hazard identification and risk assessment of work activities
  - Report any new work hazard(s) to your supervisor Undertake work only for which you are competent and skilled
  - Question any actions or decisions that you think are unsafe
  - Follow documented work instructions, control measures and procedures
  - Actively participate in all training provided
  - Correctly use and maintain PPE provided Protect yourself, your colleagues and others
  - Consider safety every day.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected and ideas and perspectives are sought out.

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## 5. QUALIFICATIONS:

### **Mandatory:**

Recognised tertiary qualification in Library and Information Studies or relevant qualification and/or substantial experience to carry out the range of duties required.

Current Queensland C class driver licence.

Working with Children Check – Issue of Blue Card and Positive Notice Letter (issued by the Queensland Government) or Exemption Card.

### **Desirable:**

n/a

## 5a. ADDITIONAL FACTORS:

As Ipswich Libraries is a multi-site service, staff will be required to work at different locations from time to time.

Hours of the Ipswich Library and Information Service are spread over seven days per week and the incumbent of the position may be required to work outside the normal span of working hours.

The incumbent will be required to undertake a range of manual handling tasks which may include setting up for events, moving trolleys, loading and unloading vehicles, moving filled crates and boxes and driving Council vehicles.

## 6. SELECTION CRITERIA:

The interview panel will select the most suitable applicant for appointment to the position based on the following requirements:

- 6.1 Proven knowledge, skills and experience relevant to the development, implementation and delivery of contemporary library programs, events and related learning activities in an environment of rapid change.
- 6.2 High level of interpersonal and communication skill including proven ability to interact positively and effectively with diverse audiences.
- 6.3 Substantial skill in developing documentation and resources to support program delivery including online content.
- 6.4 Substantial skills and experience in operating effectively both independently and as a member of a team including planning, negotiation, consultation, time management and problem solving (root cause and analysis).

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- 6.5 Demonstrated ability to liaise effectively with colleagues and provide leadership and mentorship to library para-professionals and other library staff.
- 6.6 Demonstrated competencies in adapting to a range of existing and/or emerging technology platforms or delivery modes.