

<b>Position Title</b>	<b>LIBRARY MAKERSPACE 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>Library Services</b>
<b>Team</b>	<b>Digital Experience</b>
<b>Award Stream and Level</b>	<b>Level 3</b>
<b>Review Date</b>	<b>October 2022</b>

Our Values:



COLLABORATION



COMMUNICATION



INTEGRITY



EFFICIENCY



LEADERSHIP

<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.

**1. PRIMARY ROLE:**

To deliver an increase in participation, understanding, learning and enjoyment of the Library Makerspaces through creative customer engagement.

**2. ORGANISATIONAL STRUCTURE:**

This position reports to the Makerspace Team Leader.

**3. KEY RESPONSIBILITIES:**

- 3.1 Contribute to the delivery of an intuitive, accessible and engaging experience of the Makerspace for all ages.
- 3.2 Ensure technology in the Makerspace is set up and running effectively when the Library opens.
- 3.3 Troubleshoot any issues with Makerspace technology and refer complex issues to the Makerspace Team Leader.

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- 3.4 Work with Digital Experience Coordinator and the Makerspace Team Leader to ensure the active promotion of customer Makerspace-produced original content through the Virtual Branch and other online platforms.
- 3.5 Ensure that the look and feel of the Makerspace remains engaging and inviting by recommending design and configuration updates on a regular basis.
- 3.6 Activate the Makerspace through the delivery of planned programming.
- 3.7 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.
- 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.
- 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.

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**5. QUALIFICATIONS:**

**Mandatory:**

Tertiary qualification in a relevant discipline and/or experience to carry out the range of duties required.

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

Current Queensland 'C' Class Drivers Licence.

**5a. ADDITIONAL FACTORS:**

Ipswich Libraries operates over multiple locations and staff will be required to work at different locations.

The incumbent will be required to undertake a range of manual handling tasks which may include troubleshooting technology, standing for long periods, moving equipment, setting up for activities, loading and unloading vehicles, moving filled crates and boxes and driving Council vehicles.

Ipswich Libraries operates seven days per week and includes weekend and evening rosters. The incumbent of the position may be rostered to work across the span of library service delivery.

**6. SELECTION CRITERIA:**

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

- 6.1 Strong interpersonal skills including experience in engaging with customers in a learning through practice environment.
- 6.2 Demonstrated ability in using and troubleshooting interactive digital technology.
- 6.3 Demonstrated ability to problem solve through providing options and solutions with a planned approach to issue resolution.
- 6.4 High level awareness of related digital and technical developments in the area of cutting-edge interactive and educational technology.