

Position Title	CITY CHILDREN'S LIBRARY COORDINATOR
Position No.	P5891
Department	Community, Cultural and Economic Development
Branch	Libraries and Customer Services
Section	Libraries and Customer Services Operations
Award Stream and Level	Administrative Services Stream Level 7
Review Date	September 2020

Our Values:



COLLABORATION



COMMUNICATION



INTEGRITY



EFFICIENCY



LEADERSHIP

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

1. PRIMARY ROLE:

The City Children's Library will provide a premier attraction in the CBD precinct that will seek to motivate customers to return to the Library again and again.

The position will provide expert management and coordination of the City Children's Library and exercise operational leadership and responsibility for the various functions and activities of the branch. The City Children's Library Coordinator will lead and develop a team of staff to provide best in class customer-focussed, professional and consistently high quality innovative library services for children 0-12 years of age and their families, with an emphasis on establishing the City Children's Library as a venue of choice for families of Ipswich.

The position will positively contribute as a member of the Libraries and Customer Services Management team and collaborate with other team members in the implementation of strategies, training, procedures and processes.

2. ORGANISATIONAL STRUCTURE:

The position reports to the Libraries and Customer Services Operations Manager.

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The following positions report to the City Children's Library Coordinator:

- City Children's Library Team Leads
- City Children's Library Service Officers

3. KEY RESPONSIBILITIES:

- 3.1 To provide hands-on coordination and management of the operational activities of the City Children's Library.
- 3.2 To provide expert advice regarding the development of the children's collection profile.
- 3.3 To provide specialised advice in the development and delivery of children's public programming at the City Children's Library.
- 3.4 Provide leadership, development and coaching of Team Leads and Officers to ensure continuous performance improvement and succession planning.
- 3.5 To ensure that the branch facility, equipment and resources are maintained to agreed standards.
- 3.6 Contribute to the development and management of the Section budget and identify grants and other funding opportunities.
- 3.7 Develop and deliver an activation plan for the City Children's Library.
- 3.8 Develop and maintain a retail strategy for the City Children's Library.
- 3.9 Effectively measure, evaluate and report on the activities of the City Children's Library, ensuring outcomes are used to identify opportunities for improvement.
- 3.10 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.

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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:
 - Plan work activities identifying hazards and controls in consultation with workers
 - Conduct and record site inspections and risk assessments (including hazard identification, risk analysis, control measures and treatments)
 - Investigate all accidents and near misses using the appropriate tools and recording systems
 - Allocate appropriately skilled workers, resources and equipment to ensure activities can be carried out safely
 - Participate in the resolution of WHS issues in work areas, projects and sites
 - Cease and reassess work if a hazard control measure fails or is ineffective
 - Assist in workforce planning and training
 - Ensure workers attend scheduled safety training
 - Communicate hazards and controls as identified in the planning process
 - Report on issues/incidents/hazards and near misses related to work activities
 - Conduct regular safety conversations/Interactions
 - Ensure accountability of workers.
- 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.

5. QUALIFICATIONS:

Mandatory:

Relevant tertiary qualifications and extensive experience in a related discipline.

Current Queensland "C" Class driver's licence.

Desirable:

Public library experience would be advantageous.

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5a. ADDITIONAL FACTORS:

The City Children's Library provides a 7 day per week service and work outside of core office hours will be required.

The incumbent will be required to undertake a range of manual handling tasks which may include assisting with event set up, 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 Extensive experience in the operation of a Children's Library, leading a team of staff to deliver a best-practice service for children and their families.
- 6.2 Proven capability to build and lead a team of motivated employees in a culture of service delivery excellence.
- 6.3 Extensive leadership and change management skills and demonstrated ability to work in an environment of rapid change.
- 6.4 High-level interpersonal, communication, negotiation and facilitation skills across a broad range of stakeholders including political representatives, government and non-government agencies and service providers to achieve an agreed direction and influence outcomes to ensure service priorities are met.
- 6.5 Substantial skill in producing written documentation of a high standard including policies, correspondence and reports.
- 6.6 Proven skills in children's collection development and program delivery.
- 6.7 Proven budget management experience.