



City of Canning

Position Description

Position Title	Lifelong Learning Librarian
Position Number	5715, 5942, 5198, 5941
Program	Canning Community & Commercial
Sub-Program	Enriching Canning – Community Learning
Industrial Instrument	City of Canning All of Staff Enterprise Agreement 2015
Classification/Banding	Salaried Officers, Level 2D-3B
Reports to	Team Leader
Reporting positions	N/A
Primary Location	Bentley, Riverton, Cannington or Willetton Library <i>Or any other location as required by the City</i>

Vision and Values

Vision

City of Canning: a welcoming and thriving city

Values

The City of Canning's core values are:

- **Authentic** Build genuine relationships
Be responsible in our actions and commitments
- **Resilient** Embrace challenges to encourage our people to thrive
Support each other's well-being
- **Creative** Share our innovative thinking
Have the courage to welcome and try new ideas
- **Collaborate** Work together as one team
Share our success and knowledge to thrive

Position Overview

The Lifelong Learning Librarian will develop and deliver innovative programs to encourage community learning, build individual capacity and encourage community connections in line with outcomes from the Learning City Strategy. They will deliver outcomes from Learning City Strategy for community members through lifelong learning in the City of Canning.

The Lifelong Learning Librarian will also develop and deliver efficient and effective operation of library systems, collections and service provision. They will also build connections with internal and external stakeholders, including not-for-profit organisations and government agencies.

Position Objectives

Customer Service:

- Provide excellent customer service to the Canning community.

Direct Delivery:

- Oversee and complete collection management services. Including discretionary acquisition, arrangement and description of collection materials across all formats, development and maintenance of procedures and collection profiles, review, evaluation and weeding of collections.
- Demonstrate, promote and showcase digital literacy resources, building community capacity and engagement in alignment with the objectives of the Learning City Strategy

Operation:

- Ensure timely and accurate community access to resources through original cataloguing, monitoring of supplier services and supervision of copy cataloguing.
- Oversee library statistical collection, analysis and reporting.
- Contribute to system development, problem resolution and product maximisation.

Program Delivery:

- Contribute to the development and delivery of lifelong learning programmes to meet the objectives of the Learning City Strategy.
- Setup and pack up resources, in support of lifelong learning programs, within OH&S policies and procedures.

Staff & Customer Development:

- Provide leadership to staff, volunteers and others, ensuring effective supervision, development and support.
- Support professional library and community services including specialised customer service provision, program delivery, staff and customer training.

Administration:

- Manage payment of invoices from suppliers and service providers in relation to programs and events in accordance with the city's procurement policy.
- Report and contribute to strategic, corporate, budget and forward planning processes as required.

Communication:

- Proactively support the preferred organisational culture and encourage staff to work with the organisation to achieve this culture.
- Develop partnerships which support the aims of the position in line with Learning City Strategy.

Other:

- Ability to work evenings and weekends across City venues to support a seven day a week operation.
- Other duties as required.

Position Benefits

Rostered Day Off	No
Vehicle	No
Mobile Telephone	No
Laptop Computer	No
Gym Membership	Yes
Wellbeing Program	Yes
Employee Assistance Program	Yes

Corporate Responsibilities

Budget:	Council adopted budget
Delegations:	• Authorised to approve budget expenditure as per the Delegation Register • Authorised to sign documentation within established Policy • Authorised to sign correspondence in accordance with established Procedure
Code of Conduct:	All employees are responsible for adhering to City's Code of Conduct and the policies and procedures and CEO Instructions that support it.
Workplace Health and Safety:	The City of Canning is committed to ensuring the health and safety of all who contact our works. All employees have responsibilities and accountabilities which are identified as part of the terms and conditions of your employment.
Equal Opportunity:	The City of Canning is committed to equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness, equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

- A tertiary qualification in Librarianship, Community Development, or similar.
- Eligibility for ALIA Associate or Allied Membership or Similar experience in a Technology, Media, Community Development or Education field.
- A minimum of 3-5 years' experience in a similar role at a professional level delivering excellence in customer service.
- Comprehensive knowledge of collection management practices, cataloguing and classification.
- Comprehensive knowledge of resource acquisition in all formats.
- Advanced digital literacy skills in general and library specific technologies.
- Knowledge of and experience in program delivery.
- Ability to provide strong team direction and training in; programming, daily operations and collection management.
- Demonstrated experience in developing networks and partnerships.
- Ability to set work priorities, manage time, plan and organise own work.
- Current Satisfactory National Police Clearance
- Current Working with Children Check

Desirable:

- Demonstrated experience in developing Lifelong Learning Communities.
- Effective understanding of the public library and community places and their service provision.
- Experience working in Local Government or similar.