

Position Description

Position Title	Community Learning Librarian
Position Number	5196, 5654, 6018, 6019
Program	Canning Community & Commercial
Sub-Program	Enriching Canning
Industrial Instrument	City of Canning All of Staff Enterprise Agreement 2015
Classification/Banding	Salaried Officer, Level 2D-3C
Reports to	Manager Community Learning
Primary Location	Cannington, Willetton, Riverton, Bentley Libraries <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

Coordinate the planning, development and delivery of library programs and events that achieve the objectives of the Learning City Strategy.

Develop and maintain partnerships that strengthen the delivery of support and service to the Canning community.

Deliver and support excellence in customer service.

Position Objectives

Direct Delivery:

- Coordinate the development and delivery of a range of learning programs across the library service that respond to the diverse informal, formal and lifelong learning needs of the community that meets the objectives of the Learning City Strategy.
- Facilitate effective working relationships with staff across the City and with external agencies and organisations to support delivery of learning programs.

Operation:

- Develop and manage an innovative program of community learning programs and workshops that meets the objectives of the Learning City Strategy.
- Source and coordinate suitable program presenters.
- Develop a recurring calendar of workshops, programs and events for delivery in the library service.
- Develop and implement marketing and engagement plans and work collaboratively to develop both physical and digital promotional material.
- Maintain current, accurate and effective marketing across the Cities website, social media channels, newsletter and promotional avenues.
- Work collaboratively with the Community Learning and Community and Culture team to develop collaborative programs delivery.
- Deliver outstanding customer service, in a timely and efficient manner.

Administration:

- Utilise strong time management techniques.
- Manage payment of invoices from presenters and service providers in relation to programs and events in accordance with the city's procurement policy.

Other:

- Other duties as required.

Position Benefits

Rostered Day Off	19 Day Month
Vehicle	No
Mobile Telephone	Yes
Laptop Computer	Yes
Gym Membership	Yes
Wellbeing Program	Yes
Employee Assistance Program	Yes



Corporate Responsibilities

Budget:	Council adopted budget
Delegations:	<ul style="list-style-type: none">• 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.

Essential:

- Completion of formal library qualifications (minimum Diploma of Library & Information Services or equivalent) eligible for minimum - Allied Field membership of the Australian Library and Information Association (ALIA).
- Proven experience in developing and delivering innovative community programs and events.
- Ability to develop and maintain internal and external relationships, partnerships and networks.
- Demonstrated strong time management and organisational skills.
- Ability to work independently, managing competing work priorities.
- Demonstrated advanced digital and technological skills.
- Current Working with Children Check
- Current Satisfactory National Police Clearance.
- C class drivers licence.

Desirable:

- Demonstrated experience in engaging stakeholders and identifying partnership opportunities.
- Experience in developing marketing and promotional material.
- Ability to effectively utilise online and social media marketing channels to effectively promote library events and programs.
- Knowledge of the operation of the WA public library services.