

Position Description

Position Title	Young People Services Librarian
Position Number	5199
Program	Canning Community
Sub-Program	Community Learning
Industrial Instrument	City of Canning All of Staff Enterprise Agreement 2015
Classification/Banding	Salaried Officers, 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 planning, development and delivery of the young people's learning programs and events that achieve the objectives of the Learning City Strategy.

Provide leadership, direction and monitoring of staff and volunteers engaged in YPS event planning and delivery.

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 innovative young people (aged 0-18) programs and services across the library service;
- Contribute to the development of a consistent service model for the delivery of young people's services and programs across the library branches;
- Develop and implement programs that meet the objectives of the Learning City Strategy.
- Actively develop and maintain relationships with stakeholders and program partners, strengthening program delivery and capacity.
- Oversee, support and direct staff and volunteers engaged in YPS event planning and delivery.

Operation:

- 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.
- Undertake other responsibilities and duties as required by the Manager Learning Communities.

Administration:

- Contribute to the training of other staff in relation to young people's services.
- Oversight and monitoring budgets and procurement relating to YPS resources and programming

Communication:

- Participate in regular staff meetings in order to facilitate forward planning and general communication about young people's services; and
- Coordinate regular meetings of staff involved in provision of young people's services in order to plan program delivery.

Other:

- Other duties as required.

Corporate Responsibilities

Budget:

Council adopted budget

- Authorised to approve budget expenditure as per the Delegation Register

Delegations:

- 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.
- Experience in the use of current library and digital technologies, and the ability to maintain currency of technologies.
- Demonstrated strong time management and organisational skills.
- Ability to work independently, managing competing work priorities.
- Interpersonal communication and teamwork skills
- Current Working with Children Check
- C class drivers licence
- Current Satisfactory National Police Clearance.

Desirable:

- Knowledge of children's reading requirements and the development of their literacy skills.
- Demonstrated management/leadership skills, and an ability to motivate and mentor others.
- Knowledge of the operation of the WA public library system.