CBCity Position Description

Position Title	Team Member Library Programs
Department	Community Services
Unit	Community and Cultural Services
Team	Library Programs
Supervises	nil
Reports To	Team Leader Library Programs
Grade Range	D
Date Prepared	9/03/2022
Date Last Updated	20/01/2025

Our Vision & Values: A leading organisation that collaborates & innovates

We are committed to **safety**

We work as one **team**

We act with **integrity**

We care about our **customers**

We **continuously improve**

Primary purpose of position

To develop, deliver and promote a range of programs and events that meet the informational and recreational needs or our community.

Accountabilities

- Develop new and innovative programs that meet the needs of the community.
- Coordinate and deliver programs and events at Bankstown Library and across Council's branch libraries.
- Identify and develop partnerships for programs and events delivery with Council departments, community organisations, businesses, non-government and government agencies.
- Contribute to the promotion of programs and events through in-house publications, Council's websites and other promotional opportunities. Liaise with Council's Corporate Communications Unit.
- Participate in the regular process of review, evaluation and reporting of all programs, events and marketing outcomes.
- Coordinate and liaise with volunteers in accordance with Council's Volunteer Policy.
- Attend staff meetings and training sessions to insure current professional awareness.
- Actively participate in team meetings and provide input into the team business plan.
- Contribute to continuous improvement through the development of documentation and regular review of processes and procedures.
- Undertake desk duties on a rostered basis.
- Provide customer focussed and professional service and help maintain a positive Library environment.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Council Officer		
Capability Group	**Capability Name**	**Level**
Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Intermediate
Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
Results	**Plan and Prioritise**	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Intermediate
Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Display Resilience	Intermediate	• Adapts quickly to changed priorities and organisational settings • Welcomes new ideas and ways of working • Stays calm and focused in difficult situations • Perseveres through challenges • Offers own opinion and raises challenging issues
Relationships		
Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/ units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results		
Plan and Prioritise	Intermediate	• Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules

Resources		
Technology and Information	Intermediate	• Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

• Eligible for membership of Australian Library and Information Association or qualifications and experience relevant to the duties stated.
• Working with Children Check.

Essential Experience

• Experience in the development, delivery and promotion of innovative library (or similar) programs and events, providing quality learning opportunities and recreational experiences.
• Proven ability to identify, evaluate and implement new programs and events.
• Demonstrated strong commitment to delivering quality customer service.
• Demonstrated high level communication skills (written, verbal and interpersonal), including high level English skills.
• Excellent organisational and time managment skills, including ability to plan and coordinate multiple projects simultaneously.

- Demonstrated experience working effectively in a team environment, providing positive, professional and co-operative approach to working with others.
- Demonstrated ability in negotiation and conflict resolution skills.
- Demonstrated ability to work independently and collaboratively with team members.
- Demonstrated ability to deliver programs and activities.
- Demonstrated ability to participate in the review of policies and procedures.
- Demonstrated ability in computer skills (MS office applications) and online detabase skills.

Desirable Qualifications and or Experience

- Ability to develop effective partnerships and ability to cooperate with others to deliver positive outcomes for both the library and community.
- Experience working in public library.
- Class C drivers licence
- Knowledge of the Canterbury Bankstown community, the function of local governement and the role of the public library.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☑	☐
Does this position require incumbent to undergo criminal reference check?	☐	☑
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	☐	☑
Will incumbent need to make disclosure of pecuniary interest?	☑	☐
Could there be a conflict of interest with secondary employment?	☑	☐