



## Position Details

<b>Position title:</b>	Youth Programs Librarian
<b>Award Classification:</b>	Band 5
<b>Department:</b>	Community Services
<b>Division:</b>	Community, Wellbeing and Inclusion
<b>Date Approved:</b>	July 2025
<b>Approved By:</b>	Manager Community Services

## Organisational Relationships:

<b>Reports To:</b>	Library Engagement and Experience Lead
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Young people, library customers, youth and community organisations, local schools, Victorian public library sector colleagues, relevant professional groups and networks, residents, members of the public, government representatives, Statutory Authorities, suppliers, consultants and contractors.

## Position Objectives

- Deliver high quality, innovative and inclusive youth programs that support learning, creativity and connection.
- Ensure that young people are engaged in City of Port Phillip Libraries services and activities.
- Proactively contribute to achieving the highest standard of customer service and delivering a positive and engaging frontline service.

## Key Responsibilities and Duties

- Develop, deliver and evaluate youth programs, with a focus on learning, literacy, technology, creativity and social inclusion outcomes.
- Develop partnerships with council and community groups to deliver programs and activities.



- Develop and deliver outreach activities and events designed to increase community engagement, including with hard-to-reach groups.
- Contribute to the development of diverse and inclusive library collections for youth that meet contemporary reading and learning needs.
- Provide proactive customer service and act as shift supervisor during rostered customer service shifts; assist patrons in using the online catalogue and other electronic tools and resources; assist and instruct patrons in using library services, equipment, and facilities; assist patrons in information provision and reader advisory.
- Other duties as directed within the skills and capabilities of a position at this level.

### Accountability and Extent of Authority

- Maintain and improve standards of work specific to the role and responsibilities.
- Facilitate the promotion of library policies and procedures to both the community and Port Phillip Library staff.
- This position may supervise employees or groups of employees and give support to more senior employees.
- Act within clear objectives, budgets, frequent prior consultation and regular reporting.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ability to plan, deliver and evaluate programs and other library service activities.
- Comply with Council policies and procedures, as well as state and federal legislation.

### Judgement and Decision Making

- Ability to work unsupervised, analyse situations and independently make decisions, and guide other staff members to relevant policies and procedures.
- Exercise judgement and autonomy to make decisions based on knowledge of organisational goals and procedures for routine matters.
- Responsible for using appropriate reporting lines and modes of communication as required.
- For more complex matters not covered within policy and guidelines, advice should be sought from supervisor or more senior employees.
- Guidance and advice would usually be available within the time required to make a decision.
- Exercise discretion and confidentiality while performing assigned duties.

### Specialist Skills and Knowledge

- Demonstrated knowledge and understanding of the role of public libraries in communities and the local government sector.
- General event management and hosting skills with the capacity to adapt for different audiences and contexts.
- Demonstrated IT skills, including detailed knowledge of Library Management Systems, RFID and the Windows environment specifically MS Office and Office 365 applications.



- Experience in developing and managing collections for children and youth is desirable.
- Experience in digital and/or creative technologies is desirable.

### Management Skills

- Manage one's own time, set priorities and organise duties in a timely manner to achieve deadlines and objectives.
- Evaluate work processes and procedures, and suggest improvements.
- Ability to manage resources within budget.
- Ability to support, motivate and provide training to more junior employees and act as shift supervisor during rostered customer service shifts.

### Interpersonal Skills

- Highly developed interpersonal skills including oral and written communication skills, including the ability to write reports in field of expertise and/or prepare external correspondence.
- Ability to address and deliver programs to large groups.
- Proven experience to connect and engage with young people and to people from diverse backgrounds.
- Ability to work proactively and constructively as a member of a team
- Contribute to a positive and collaborative work culture, in line with the library service Culture Code
- Capacity to effectively manage challenging behaviours and situations in an empathetic manner.
- Ability to demonstrate initiative and flexibility within the working environment.
- Experienced to write reports in field of expertise and/or prepare external correspondence.

### Qualifications and Experience

- Tertiary qualification in Library and Information Management with relevant experience, or equivalent relevant experience programming in a library, arts, education or community setting.
- Demonstrated experience in developing, delivering and evaluating programs for young people.
- Victorian Drivers Licence is desirable.

### Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.



### Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

### Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

### Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

- Tertiary qualification in Library and Information Management with relevant experience, or equivalent relevant experience in a library, arts, education or community setting.
- Demonstrated experience in the design, delivery and evaluation of innovative and effective programs for young people, with a focus on learning, literacy, technology, creativity and social inclusion outcomes.
- Demonstrated experience in establishing community partnerships.
- Excellent interpersonal and communication skills, and an ability to develop rapport and work effectively with internal and external stakeholders.



## Position Description

PD Youth Programs Librarian, July 2025

- Commitment to Diversity, Equity and Inclusion, and City of Port Phillip values: working together; creative and strategic thinking; personal growth; performance; courage and integrity; accountability and community first.
- Experience in programming with digital and creative technologies is desirable.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*

### Our values

Working together  
Performance

Creative and strategic thinking  
Courage and integrity

Personal growth  
Accountability, Community First