



POSITION:	Customer Experience Library Officer – Cranbourne West
CLASSIFICATION:	Band 4
REVIEW DATE:	May 2024

Connected Libraries

Connected Libraries (CL) is a large Not for Profit public library service in Southeast Victoria providing services to community in the City of Casey. We are funded by Casey Council and the State Government. We support a rapidly growing and diverse community of more than 392,000 people.

Our libraries are located at Cranbourne, Doveton, Endeavour Hills, Hampton Park, Bunjil Place - Narre Warren, and a Library Lounge at Cranbourne West Community Hub. We have Library Lockers available at Cranbourne West, Manna Gum Family and Community Centre and Orana Community Place.

Our Vision

Inspiring spaces where everyone is free to discover possibilities.

Our Values and Guiding Behaviours

Connection

- We create spaces where people feel that they belong
- We find ways to share our common humanity, interests and passions
- We strive to be fully present and intentional in our interactions with others

Creativity

- We love learning and trying new things
- We challenge the status quo if we believe a better way is possible
- We support different ideas and allow others to give things a go

Enrichment

- We look for ways to empower others to learn and participate
- We strive to provide experiences that enhance the quality of a person's day and life

- We provide opportunities for people to explore what is possible

Humour

- Humour helps us to connect with each other
- We like to laugh, bringing smiles to other people
- We use humour to break down barriers and create a positive experience for everyone

Kindness

- We are mindful of peoples feelings
- We are kind and compassionate and look for the best in others
- We are accountable for our own behaviour and appreciate the differences in others

Teamwork

- When we all contribute we excel
- We play to each others strengths
- We can achieve our goals together

Our Approach

- We put people first
- Pay it forward
- Follow up and reciprocate good deeds
- Help each other grow
- Share our stories and learn from each other
- Share ideas freely
- Quick little steps
- Give new things a go
- Momentum not perfection
- Encourage each other to take calculated risks
- Build confidence and resilience by working to our strengths
- Encourage authentic and courageous conversations
- Embrace the opportunity to learn when, things don't go as planned
- Acknowledge our partners
- Celebrate success



Position Objectives

Operational

- Deliver innovative and customer focused service consistent with CL vision, values and objectives (CL Strategic Plan)
- Actively engage and interact with the community in the library, online and outside the four walls
- Provision of support and assistance to all library users
- Train staff to contribute to the achievement of organisational and strategic directions

Strategic

- Contribute to the innovative and customer focused library service, building capacity in our communities
- Contribute to development and achievement of CL strategic goals and plan
- Contribute to the continuous improvement and development of CL by participating in activities and service development such as: library and learning staff forums, training programs, team meetings as required and meetings with your specific Team Leader
- Nurture partnerships with other organisations including schools, community organisations and other local government services

Key Responsibilities and Duties

1. Customer Experience

- Provide excellent friendly, approachable and efficient customer focused circulation service
- Provide leadership and oversee effective operations as required, operating within established policies and procedures and within Emergency Management guidelines
- Ability to join members and explain membership policies and procedures

2. Community Engagement

- Develop, deliver and evaluate, community focussed programs, for all ages
- Develop and maintain partnerships with internal and external organisations
- Actively promote information literacy and library services
- Provide written reports and discussions papers to Branch Manager and Program Team Leaders as required
- Coordinate and deliver relevant library promotional activities
- Engage with Community Hub to promote Library to groups using the Community Space
- Participate in Community Hub activities such as Neighbourhood BBQ's

3. Information Service

- Advise and assist members to find materials and/or information within CL, Libraries Victoria (LibsVic) and via ILL
- Have a good knowledge of CL's collection and online resources and an awareness of Libraries Victoria resources
- Assist members as required to use specialist equipment and electronic information resources
- Contribute to CL's online presences – photos, stories, suggestions and more

4. Library Materials

- Ability to select material for Library users
- Maintain awareness of reading trends and interests to advise Collection Development Team of collection needs of Library Lounge
- Display and promote stock

5. Digital Literacy

- Competency in the use of a range of information technology and software tools in the provision of library services
- Information technology troubleshooting skills
- Willingness to embrace emerging technologies
- Assist library users to become self-sufficient in the use of catalogues, electronic services, and other information resources



- Knowledge of current and popular social media and online publishing platforms

6. Collection

- Display, shelve and promote collection
- Deliver digital literacy classes relating to library collections promoting e-resources
- Undertake collection management in line with CL Collection Management policies

Selection Criteria

- Knowledge and skills gained through on-the-job training commensurate with the requirements of the role
- Post-trade or other post-secondary qualification is required
- Passion to deliver quality and cost-effective programs.
- Proven investigative and planning skills to assist with the development of new community programs
- Proven experience developing and facilitating programs for all ages either in public libraries or in a teaching capacity
- Ideally proven supervisory skills to undertake supervisory responsibilities as required
- High level of quality, organisational and time management skills
- Able to work independently and contribute as part of a team to meet organisational strategic outcomes and provide quality service delivery with strong customer service focus
- Well-developed interpersonal and communication skills with the ability to communicate with all ages across all areas of our community and ability to manage conflict
- Hands on information technology and problem-solving skills for a range of information technology and software tools
- Proven ability to effectively and efficiently provide quality customer service
- Driver's licence is essential
- Working with Children Check

Organisational Relationships

Reports to:	Cranbourne Team Leader
Internal liaisons:	Children, Youth and Outreach Manager, Outreach Team, Regional Support staff and branch staff
External liaisons:	Library members, members of the community, community groups, service organisations and education and training providers. and Cranbourne West Community Hub staff

Accountability and Extent of Authority

- Authority to operate within established policies and procedures
- To ensure community observe the conditions of use of the library
- To explain circulation policies and procedures to members
- Responsible for the quality and timely provision of customer service
- Scope to exercise discretion in application of policies and procedures

Judgment and Decision Making

- Appropriate provision of circulation service
- Decide on appropriate response to difficult library users and emergency situations and report to Cranbourne Team Leader
- Act in accordance with established policies and procedures
- Appropriate provision of information service based on resources

Specialist Skills and Knowledge

- Knowledge of library computer system with an emphasis on circulation and catalogue functions
- Knowledge and experience of library programs for children and adults
- Ability to write concise reports and collate statistical and other relevant information
- Developed customer service skills
- Familiarity/awareness of the resources available in CL collections



- Knowledge and ability to apply CL policies and procedures
- Understanding of the function of the position within its organisational context and goals of Connected Libraries
- Knowledge of safe work practices for circulation work and branch operations
- Ability to source information across varied platforms
- Familiarity of Child Safety standards

Managerial Skills

- Ability to set priorities, plan and organise work
- Ability to efficiently achieve set objectives
- Ability to apply procedures correctly and undertake administrative tasks.
- Ability to train and supervise other staff in the execution of established procedures
- Ability to implement personnel practices including those related to equal opportunity, occupational health and safety and training and development

Interpersonal Skills

- Strong communication skills with community members and staff
- Good written communication skills
- Ability to communicate clearly on the telephone with patrons and staff.
- Ability to handle dissatisfied community members in a friendly manner
- Approachability and awareness of library and community members needs
- Ability to have a flexible approach to work and changing priorities

Qualifications and Experience

- Knowledge and skills gained through on-the-job training commensurate with the requirements of the work as listed
- Post-trade or other post-secondary qualification required.
- Proven experience facilitating children's programs, either in public libraries or in a teaching capacity
- Relevant qualifications and experience
- Current Victorian Driver's license

Conditions of Employment

Conditions of employment are as per the Connected Libraries Enterprise Agreement, Corporation policies and procedures and the letter of offer.

- **Employment Status** - Prior to commencement of duties the successful applicant must provide proof of permission to work in Australia
- **Health Declaration** - the preferred applicant will be required to complete a Health Declaration form as part of the conditions of employment
- **Hours** - include rostered day, evenings and weekend shifts and are based on the 35 hour a week employment model
- **Multiskilling** - The employee may be directed to carry out any duties within the limit of his/her skills, competence and training, provided that such duties do not promote a narrowing of their skill base
- **Qualifying Period** - As per the Fair Work Act 2009 and Regulations - 6 months
- **Recreation Leave** - Annual leave must be taken at times that are mutually agreeable to both employee and employer, within twelve months of it falling due
- **Risk Management** - Employees are responsible for taking all reasonable steps to ensure they are aware of the inherent risks associated with their work and for taking appropriate action to minimise or eliminate such risks
- **Personal/Carers Leave** - A medical certificate may be required for any absence and must be provided for sick leave exceeding three working days or absence on the working day before or after a rostered day off (if applicable), annual leave, LSL or public holiday
- **Smoking** - Smoking is prohibited within all Library buildings and vehicles
- **Working with Children Check** - mandatory (Child Safe Standards 2017)



- **Police Check** – mandatory

Inherent Physical Requirements

It is important that an employee understands the physical requirements involved in carrying out the duties of the positions.

Requirements	Frequency		
	Possible	Occasionally	Regularly
Passive			
Ability to stand for extended periods for the purpose of using a computer			P
Ability to sit for extended periods for the purpose of using a computer, travelling to various locations and attending a range of meetings		✓	
Ability to read computer screens and fine print on documents for the purposes of researching various policy options			✓
Ability to communicate clearly both verbally and written			✓
Manual Handling			
Repetitive arm movements and manual dexterity for undertaking computer work and handling documents and files			✓
Issue and return of library materials using scanners and docket printers			✓
Lifting of stock and library materials onto and off shelving			✓
Pushing book trolleys			✓
Lifting and moving of boxes and files on a regular basis			✓
Agility			
Bending and stretching, including knee bending			✓

Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.

All staff are reminded that they should follow Health and Safety regulations and the Connected Libraries Health and Safety Manual Handling Policy when performing their duties.

Staff Member:

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Signature:

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Date:

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Authorised: Janine Galvin (General Manager, Organisational Development)

Date: May 2024