

<b>POSITION:</b>	<b>Brand and Publications Officer</b>
<b>CLASSIFICATION:</b>	<b>Band 4, Part-time, 0.4 EFT</b>
<b>REVIEW DATE:</b>	<b>August 2019</b>
<b>TERM:</b>	<b>Short term contract July 2020– October 9 2020</b>

## Casey Cardinia Libraries

Casey Cardinia Libraries (CCL) is one of Victoria's largest public library services. We are funded principally by City of Casey, Cardinia Shire and the State Government. We support a rapidly growing and diverse community of more than 400,000 people.

Our libraries are located at Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, Narre Warren and Pakenham. The Cardinia Mobile Library provides a weekly service to Beaconsfield, Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Nar Nar Goon, Tynong and Upper Beaconsfield.

## Our Vision

Inspiring spaces where everyone is free to discover possibilities.

## Our Values

### Teamwork

We excel when we all contribute. We are loyal and dedicated to each other. We always do our fair share.

### Love of Learning

We love new things. We believe there is an opportunity to learn anywhere and everywhere.

### Fairness

We treat all people fairly. We do not let our personal feelings bias our decisions about others. We give everyone a chance.

### Creativity

Thinking new ways to do things is crucial to our success. We are never content doing things the conventional way if we believe a better way is available.

### Social Intelligence

We are aware of the motives and feelings of other people. We know what to do to fit into different situations and we know what to do to put others at ease.

### Humour

We like to laugh, bringing smiles to other people. We try to see the light side of all situations.

## Behaviours

Expected behaviours of the Brand and Publications Officer include:

- Demonstrating leadership modelling our values
- Great customer service
- Embracing new thinking
- Prioritising momentum not perfection
- Placing value on taking calculated risks
- Prepare to fail early, fail often
- Support a culture of collaboration and innovation
- Pay it forward
- Look after our neighbours
- Building confidence and resilience
- Share our story

## Position Objectives

### Operational

- Deliver innovative and customer focused service consistent with CCL vision, values and objectives (CCL Strategic Plan)
- Actively engage and interact with the community and partners in the library, online and outside the four walls

### Strategic

- Contribute to the development of innovative and customer focused library service, building capacity in our communities
- Contribute to development and achievement of CCL strategic goals and plan
- Contribute to the continuous improvement and development of CCL 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

## Key Responsibilities and Duties

### 1. Leadership

- Excellent communication skills, providing effective lines of communication with staff
- Proactively promote the library and provide guidance to team members in this area
- Provide staff training as required
- Provide support to the Marketing Manager, Marketing and Communications Officer and Leadership Team

### 2. Communications

- Contribute to the implementation of Marketing and Communication Strategy
- Proficient in Adobe Creative Suite, including Photoshop, Indesign and Illustrator and able to coordinate and develop the design of various pieces of marketing collateral following the brand's guidelines, tone of voice and within the context of the Marketing and Communications Strategy. Marketing collateral includes, but is not limited to:
  - Posters
  - Document templates
  - Website and social media skins & images
  - E-newsletters
  - Banners
  - Events booklet
  - Flyers and brochures
  - Bookmarks
  - Long format publications
- Responsible for the project management of the seasonal events booklet, including data coordination, timelines, clear communication with staff, image management, design and publication process
- Responsible for managing and developing the corporate image library
- Assist with internal communications
- Assist in the content development, maintaining the brand's voice, and execution of the social media strategy (including Facebook, Instagram, LinkedIn, Twitter)
- Assist with the monitoring and management of media coverage
- Manage, upload and maintain events on Eventbrite
- Work with library staff involved in the promotion and coordination of library events and programs

### 3. Project Management

- Investigate and undertake new projects or systems as required and produce documentation related to project management, analysis and evaluation
- Develop and maintain systems, procedures, record-keeping and reporting within specified marketing and communications projects
- Maintain confidentiality and comply with Privacy regulations

## Selection Criteria

### Essential:

- Minimum 2 years' relevant experience in a Brand Management or Publications role and/or relevant Tertiary or Diploma qualifications in Marketing, Graphic Design or related discipline
- Proficient in Adobe Creative Suite including Photoshop, Indesign and Illustrator and able to coordinate the design of various pieces of marketing collateral following the brand's guidelines and tone of voice
- Proficient at digital and print design and the associated project management of marketing publications
- Strong attention to detail, organisational skills and appreciation for excellence
- Current Drivers Licence and Working with Children Check

### Desirable:

- Intermediate photography and/or videography skills

## Organisational Relationships

Reports to: Marketing Manager

Internal liaisons: Leadership Team and all staff

External liaisons: Agencies, local government, local businesses, other libraries, suppliers and general public

## Extent of Authority and Accountability

- Responsible for the quality of production of marketing materials
- Project coordination of major publications
- Responsible for the timely provision and efficient execution of projects, publications and other communications
- Make decisions and provide advice to Marketing Manager and Leadership team in accordance with the position description and project parameters
- Accuracy and currency of information and advice
- Authority to operate within established policies and procedures

## Judgement and Decision Making

- Allocate priorities to ensure tasks are performed in a timely manner
- Decide on best method for prompt dispatch of information
- Evaluate quality and cost effectiveness of the production of publications and communications
- Edit, assess and accept information for publication
- Provide information to staff as required

## Specialist Skills and Knowledge

- Design and project management skills, including best practice design, image and brand management
- Understanding of CCL vision, values and objectives (CCL Strategic Plan)

- Proficient in Adobe Creative Suite including Photoshop, Indesign and Illustrator and able to coordinate the design of various pieces of marketing collateral following the brand's guidelines and tone of voice
- Experience in WordPress, Eventbrite and eDM software, such as Hubspot
- Knowledge of public libraries and their functions desirable

## Interpersonal Skills

- Ability to promote a positive image of the Library Service through professional standards of personal presentation
- Excellent communication skills
- Ability to promote good relationships with internal and external clients
- Excellent communication skills with all customers and staff
- Approachability and awareness of customers' needs
- Ability to have a flexible approach to work and changing priorities

## Qualifications and Experience

- Minimum 2 years' relevant experience in a Publications, Design, Brand Management or similar role and
- Relevant Tertiary or Diploma Qualifications in Marketing or related discipline
- Lesser formal qualifications with relevant work skills and experience with the requirements of the work required

## Conditions of Employment

Conditions of employment are as per the Casey-Cardinia Library Corporation's Enterprise Agreement, Corporation policies and procedures and the letter of offer.

- **Hours** – Part-time 0.4 EFT hours a week, including rostered days, based on 38-hour a week employment model
- **Health Declaration** – the preferred applicant will be required to complete a Health Declaration form as part of the conditions of employment
- **Smoking** – Smoking is prohibited within all Corporation buildings and in Corporation vehicles.
- **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.
- **Sick 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.
- **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.
- **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.
- **Employment Status** – Prior to commencement of duties the successful applicant must provide proof of permission to work in Australia.
- **Qualifying Period** – As per the Fair Work Act 2009 and Regulations – 6 months.
- **Working with Children Check** – mandatory requirement (Child Safe Standards 2017)

## Inherent Physical Requirements

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

Requirements	Frequency		
<b>Passive</b>	Possible	Occasionally	Regularly
Ability to stand for extended periods for the purpose of using a computer		✓	
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			✓
<b>Manual Handling</b>			
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		✓	
<b>Agility</b>			
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 Corporation's Health and Safety Manual Handling Policy when performing their duties.

**Authorised:** Melissa Martin (General Manager, Organisational Development)

**Date:** August 2019