

<b>POSITION:</b>	<b>Customer Experience Officer</b>
<b>CLASSIFICATION:</b>	<b>Band 3</b>
<b>REVIEW DATE:</b>	<b>February 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 460,000 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 and Guiding Behaviours

### Creativity

- Thinking of new ways to do things is crucial to our success
- We challenge the status quo, if we believe a better way is possible
- We cultivate creativity in others

### Teamwork

- When we all contribute, we excel
- We look out for each other
- We play to each other's strengths
- We work with our community

### Social Intelligence

- We are mindful of people's feelings
- We know what to do to put others at ease
- We are kind, compassionate and look for the best in each other

### Fairness

- We treat people fairly and recognise them as individuals
- We do not let our personal feelings bias our decisions about others
- We actively support social inclusion and connection
- We are accountable for our behaviour

### Love of Learning

- We love learning about new things.
- We believe there is always an opportunity to learn
- We learn from each other

### Humour

- Our humour enables us to express how we feel.
- We like to laugh, bringing smiles to other people
- We use humour to build connections and create a positive experience for everyone

## 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 CCL vision, values and objectives (CCL 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

### Strategic

- Contribute to the 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
- Nurture partnerships with other organisations including schools, community organisations and other local government services

## Key Responsibilities and Duties

### 1. Customer Service

- Provide excellent, friendly, approachable and efficient customer focused circulation service performing a range of library rostered operations such as: returns, loans, memberships, overdue queries, cash management, branch run
- Encourage and respond to customer needs in a self-service environment

### 2. Community Engagement

- Assist in the delivery of community programs
- Nurture partnerships with internal and external organisations
- Actively promote information literacy and library services

### 3. Information Services

- Assist library patrons to find materials/information within Libraries Victoria or via ILL
- Be familiar with CCL's collection and online resources and an awareness of Libraries Victoria resources
- Contribute to CCL's online presences – photos, stories, suggestions and more

### 4. 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 patrons 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

### 5. Collection

- Display, shelve and promote collection
- Identify damaged stock and set aside for attention of Branch Manager or member of the Collection Development Team

## Selection Criteria

- Ability to effectively and efficiently provide friendly customer service

- Good interpersonal and communication skills with the ability to communicate with all ages across all levels of community
- Information technology and problem-solving skills in a range of information technology and software tools
- Demonstrated understanding of the role of public libraries in communities and a community focused approach to service delivery
- Demonstrate ability to work independently and as part of a team to meet organisational strategic outcomes
- Year 12
- Public Library experience desirable
- Driver's licence

## Organisational Relationships

Reports to:	Branch Managers, Customer Experience Librarians, Customer Experience Library Officers
Internal liaisons:	Leadership Team, Regional Support staff and branch staff
External liaisons:	Library members, members of the community; schools, community groups and training providers

## Accountability and Extent of Authority

- Authority to operate within established policies and procedures
- Work performed is within CCL guidelines and under general supervision
- Responsible for the quality and timely provision of customer service

## Judgment and Decision Making

- Act in accordance with established policies and procedures
- Guidance and advice is available from Branch Manager and/or Senior On Duty
- Decide on appropriate response to difficult patrons and emergency situations in accordance with established policies and procedures and report to Branch Manager and/or Senior on Duty

## Specialist Skills and Knowledge

- Customer service skills
- Familiarity/awareness of the resources available in CCL collections
- Knowledge and ability to apply CCL policies and procedures
- Understanding of the function of the position within its organisational context and goals of Casey Cardinia Libraries
- Knowledge of safe work practices for circulation work and branch operations
- Experience working with computers, photocopiers, information technology and social media
- Ability to source information across varied platforms
- Knowledge of library computer system with an emphasis on circulation and catalogue functions

## Managerial Skills

- Skills in managing time, planning and organising own work so as to achieve specific and set objectives efficiently
- Ability to implement personnel practices including those related to equal opportunity, occupational health and safety and training and development

## Interpersonal Skills

- Good communication skills with all members and staff
- Ability to handle dissatisfied patrons in a friendly manner
- Approachability and awareness of community needs
- Ability to have a flexible approach to work and changing priorities

## Qualifications and Experience

- Year 12
- Previous Customer Service experience
- Current Victorian Driver's license

## Conditions of Employment

Conditions of employment are as per the Casey Cardinia Library 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 full time 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
- **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
- **Smoking** – Smoking is prohibited within all Corporation buildings and in Corporation vehicles
- **Working with Children Check** – mandatory (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		
	Possible	Occasionally	Regularly
Passive			
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			✓
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			✓
<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 Casey Cardinia Libraries Health and Safety Manual Handling Policy when performing their duties.

**Staff Member:**

**Signature:**

**Date:**

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

**Date:** February 2020