

POSITION:	Customer Experience Library Officer – CYS
CLASSIFICATION:	Band 4
REVIEW DATE:	September 2020

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 440,000 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

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

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

Love of Learning

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

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

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 Experience

- Provide excellent friendly, approachable and efficient customer focused circulation service such as: returns, loans, memberships, overdue queries, cash management and branch run
- Provide leadership and oversee effective branch operations as required, operating within established policies and procedures

2. Children's and Youth Services

- Organise and present children's and youth activities for both physical and online environments – Tinies, Storytime, Baby Time and age appropriate reading clubs.
- Liaise and work together with local kindergartens and schools to facilitate visits, support with school projects and access to collections
- Develop and run school holiday programs
- In conjunction with the Community Engagement Coordinator ensure children's and youth stock for the branch meets the needs of the local community relevant and in good condition
- Maintain the collection according to the CCL Collection Management policies.

3. Community Engagement

- Develop, deliver and reflect on community programs
- Develop and maintain partnerships with internal and external organisations
- Actively promote information literacy and library services

4. Information Services

- Advise and assist library members to find materials/information within Libraries Victoria or via ILL
- Have a good knowledge of CCL's collection and online resources and an awareness of Libraries Victoria resources
- Contribute to CCL's online presences – photos, stories, suggestions and more

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 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

6. Collection

- Display, shelve and promote collection
- Deliver digital literacy classes relating to library collections promoting e-resources
- Undertake collection management in line with CCL Collection Management Strategy under the supervision of Branch Manager or member of Collection Development Team

Selection Criteria

- Ability to effectively and efficiently provide quality customer service
- Well-developed interpersonal and communication skills with the ability to communicate with all ages across all levels of community
- Sound organisational skills
- Strong information technology and problem-solving skills in a range of information technology and software tools
- Ability to work independently and as part of a team to meet organisational strategic outcomes
- Ability to undertake supervisory responsibilities as required
- Relevant qualifications and Public Library experience desirable
- Driver's licence

Organisational Relationships

Reports to:	Branch Managers, Customer Experience Librarians
Internal liaisons:	Departmental Managers, 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
- To ensure patrons observe the conditions of use of the library
- Responsible for the quality and timely provision of customer service

Judgment and Decision Making

- Decide on appropriate response to difficult patrons and emergency situations and report to Branch Manager and/or Senior Officer
- Act in accordance with established policies and procedures

Specialist Skills and Knowledge

- Developed 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 run programs (youth and adult)
- Ability to source information across varied platforms
- Knowledge of library computer system with an emphasis on circulation and catalogue functions

Managerial Skills

- Ability to set priorities, plan and organise work

- 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 all members and staff
- Good written communication skills
- 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

- Knowledge and skills gained through on-the-job training commensurate with the requirements of the work as listed
- Post-trade or other post-secondary education

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
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			✓
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 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: September 2020