

Library Program and Engagement Officer

Division	Community and Environmental Services	Department	Cultural Services
Reports To	Library Program and Engagement Lead	Direct Reports	No

Position Purpose

This position supports the operational development and delivery of high-quality library programs and initiatives, which anticipate and address local and regional community needs across the library network.

Key Responsibilities and Outcomes

Operational

- Plan and implement library programs and relevant partnerships for a diverse range of audiences, in collaboration with branch library staff and community stakeholders.
- Develop and maintain positive level relationships with a broad range of Cultural Services stakeholders, key partners and community organisations to deliver optimal customer outcomes.
- Enhance the skills, knowledge and capacity of library team members, with a focus on sharing relevant programming and engagement knowledge.
- Support the administration of the Program and Engagement budget, adhering to relevant procurement processes and delivering accurate statistical reporting when required.
- Actively contribute to building and sustaining a high performing and positive team environment within the Programs and Engagement Team and the broader Libraries team and the Cultural Services Department.

Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

Decision Making

Budget - Nil

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Strong understanding of the diversity of community needs through engagement with a range of organisations and key experts.
- Strong level of expertise in Library program development to support changing community expectations.
- Sound experience in building strong relationships with a suite of internal and external parties.
- Demonstrated experience in meeting administrative targets, budgeting and reporting.
- Well developed interpersonal skills, with a strong focus on the provision of quality customer service.

Qualifications

- Tertiary qualification in Information and Cultural Services or other relevant fields.
- Current Confirmed Suitability for Child Related Employment from the Queensland Commission of Children and Young People (Working with Children Check) or ability to confirm suitability within two months of engagement.
- Current C class drivers' licence.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.