

# Diamantina Shire Council

## POSITION DESCRIPTION



<b>Title:</b>	<b>EARLY CHILDHOOD AND LIBRARY OFFICER</b>
<b>Position No:</b>	<b>TBA</b>
<b>Award:</b>	Queensland Local Government Industry (Stream A) Award - State 2017 Division 2, Section 1 – Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
<b>Certified Agreement:</b>	Under Development
<b>Classification:</b>	Level 3
<b>Department:</b>	Communities
<b>Branch:</b>	Community Services
<b>Location:</b>	Bedourie / Birdsville
<b>Reports to:</b>	Community Coordinator
<b>Direct Reports:</b>	Nil

### POSITION OBJECTIVE

The Early Childhood and Library Officer is responsible for planning, coordinating and delivering quality programs, services, and initiatives that foster creativity, arts, and recreation (age 0-8). This role ensures best practice in program delivery, providing engaging developmental experiences that support lifelong learning and community participation.

The position provides active and responsive children's services and library programs delivered in partnership with the community and include Playgroup sessions and other vocational programs. These hubs serve as dynamic community space where residents can participate in programs and events, stay informed about local initiatives, and engage in community-building activities.

### COUNCIL'S VALUES

**Innovation & Continuous Improvement:** Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

**Teamwork:** We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

**Quality:** Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

**Accountability:** Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

### KEY RESPONSIBILITIES

- Plan, coordinate and deliver structured child focused quality programs, services, and initiatives that foster developmental experiences in creativity, arts, and recreation for children (age 0-8) activities including Playgroup and other vocational programs, ensuring alignment with the key principles and initiatives of Play Matters Australia and the Rural State Library of Queensland.
- Manage and promote library services and maintain children's collections and related resources across the region.

- Seek resources to deliver regular, engaging and impactful programs for children through partnering with Play Matters Australia and Queensland Early Education and Care, when planning activities.
- Partner and consult with community organisations to build community capacity by promoting Early Learning experiences and fostering social cohesion through engagement with schools, childcare centres, kindergartens, and caregivers.
- Build and maintain relationships with schools across the region to foster seamless transition practises for children.
- Maintain accurate records, collect relevant data, information and statistics on program performance and outcomes for planning and reporting purposes.
- Actively promote Council's resources, programs, events and services to enhance community engagement and awareness.
- Develop and maintain partnerships with key stakeholders, including government and non-government agencies, to ensure a coordinated and integrated approach to service delivery.
- Assist in identifying possible future funding opportunities for library and children program resources.
- Ensure activity venues, facilities and resources are kept in a clean and tidy condition and maintenance requests are reported and completed within agreed timeframes, especially those relating to safety concerns and issues.
- Assist in organising and holding special events to promote library and children programs.
- Assist with prompt responses to customer requests / enquiries and communicate clearly with Council teams and community stakeholders representing Council positively and professionally.
- Ensure that Councils Quality Assurance Program is adhered to and the obligations and responsibilities are met within Council's quality management framework
- Comply with Council's Risk Management Policy and Framework, undertaking duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
- Undertake risk management training and other training in accordance with council requirements.
- Undertake other work as needed within the scope of the position, consistent with skills, competence and training.

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## **KEY SELECTION CRITERIA**

- Demonstrated experience and ability in managing and promoting library services and developing structured child focused activities.
- Demonstrated experience in a community-facing library role and providing literacy-based programs.
- Strong community-focused ethos, commitment and capacity to work collaboratively, solve problems and resolve conflict.
- Excellent interpersonal, communication (both written and verbal) and organisational skills.
- Strong face-to-face engagement capacity.
- Sound knowledge of Playgroup, and vocational programs.
- Demonstrated initiative to undertake research and seek resources.
- Demonstrated ability to work without supervision and efficiently manage time and work priorities.

- Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- Self-motivated with the ability to work individually and as an effective team member with a continuous improvement approach.
- High level experience and knowledge of Microsoft Office suite.

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## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

### **Essential**

- Certificate III Early Childhood Education and Care or willing to obtain
- 'C' Class Queensland Drivers Licence or higher
- Working with Children (Blue Card)
- First Aid and CPR Certificate (Anaphylaxis)
- Vaccinations in Hepatitis A & B
- Pre-Employment Health Assessment and National Police Check prior to appointment, as required.

### **Desirable**

- Tertiary qualification in Child Education / Care and/or significant experience in childcare centres or an education institute.

**Note:** Council may require the applicant to undertake a Working with Children Check (Blue Card), physical fitness / medical test, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment that applicants agree to this requirement before appointment.

Mandatory immunisation or medical evidence of immunisation is required for some positions, as the work environment may involve exposure to areas identified as "at risk" work areas.

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## **Corporate Accountabilities**

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and *Local Government Act 2009*, including but not limited to Council's Code of Conduct, Anti-Discrimination and Equal Employment Opportunity, Employee Welfare, the Environment and Service Delivery Standards and confidentiality.
- Fulfil recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines and maintaining confidentiality of Council information obtained during the course of employment.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong internal and external stakeholder relationships associated with Council and provide consistent and timely customer services to our colleagues and communities.

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## **Work Health and Safety Responsibilities**

- Undertake the responsibilities relevant to the WH&S Obligation and Responsibility Statement for the position, as amended from time to time.

- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by *Work Health and Safety Act 2011* (Qld).
- Maintain a positive attitude towards acquiring an understanding of Work Health and Safety (WHS) legislation, including Council's WHS policies and procedures and WHS practices within individual work teams.

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#### **EXTENT OF AUTHORITY**

As per Council's Delegation Register.

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#### **Position Description Acceptance**

I have read and understood this Position Description and accept the objectives, responsibilities and requirements of this position.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_