



POSITION DESCRIPTION

POSITION:	eLearning Librarian
AWARD CLASSIFICATION:	Band 5
POSITION DURATION:	Permanent full-time
HOURS OF DUTY:	70 hour fortnight (includes evenings and weekend hours)
CONDITIONS OF EMPLOYMENT:	Geelong Regional Library Corporation Enterprise Agreement (2010) and its successors
OCCUPANT:	Vacant
APPROVED BY:	Chief Executive Officer
DATE:	20 February 2013

Our Vision

A strong vibrant connected community enriched by reading and emboldened by learning through access to the world of information and knowledge

Our Mission

We are an exemplary library delivering high quality services, programs, spaces and experiences that create opportunities for our community to read, learn and connect with each other through ready access to information and the expertise and knowledge of our staff

Our Goals

Our goals focus on people, and our role in helping the community to read, learn and grow

Goal One: *Stronger inclusive communities*

Goal Two: *Learning and literacy for all*

Goal Three: *Access to ideas and a love of reading*



ORGANISATIONAL CONTEXT

Established in 1997, Geelong Regional Library Corporation (GRLC) is a cooperative venture of four municipalities: Borough of Queenscliff, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire. Total population served is approximately 250,000, through an extensive network of 16 branch libraries, 2 mobile libraries, virtual library services and community library services. The Corporation is governed by a Board comprising Councillors from each of the member Councils.

A Regional Library Support Centre, containing all staff with regional responsibilities, supports the staff providing the all-important customer service to our community.

Our focus is on people and the library's role in assisting the community to read, learn and grow. Areas of priority include addressing library building infrastructure, increasing the volume & range of our print and electronic library collections, strengthening existing partnerships and developing new ones, introducing different service models including home library services, delivering a wide range of community programs and events with a focus on literacy and reader development, harnessing new technologies for improved service delivery, continued workforce development and long term financial sustainability.

Our commitment to providing free, accessible and universal access to library services ensures that we welcome all members of the community encouraging involvement from the broadest spectrum of users. Our strong principles (articulated in "The Way We Work" detailed below) combined with our commitment, energy and bold strategy will ensure that GRLC's positive impact on our region continues to grow.

The Library Plan 2008 – 2013

The Way We Work:

- Intellectual freedom
- Equity and access
- Community focus and engagement
- Innovation
- Collaboration
- Workforce support and development
- Integrity and Service excellence
- Alignment with member Councils



ORGANISATIONAL RESPONSIBILITIES

To contribute to the achievement of our Vision and Mission through the actions identified in the Library Plan 2008 – 2013 and its successor.

To be an active participant in the numerous creative and productive teams within the Geelong Regional Library Corporation.

To enable the delivery of our Customer Service Charter through individual and team actions

To take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions in our workplace

ORGANISATIONAL RELATIONSHIPS

Reports to: Branch Librarian

Directly supervises: N/A

Internal Liaisons: Technologies team
Collections Access team
Manager Lifelong Learning
All staff

External Liaisons: Library users, visitors and guests
Community groups
Formal and informal local education providers
City of Greater Geelong Customer Service staff
Colleagues from other public libraries

POSITION OBJECTIVES

To use, understand, anticipate and respond to developments in eTechnologies, eResources and training in order to confidently deliver eLearning services to internal and external customers.

To understand the eTechnology and eServices needs of customers, their capabilities and constraints

To provide eLearning services in the areas of reader and literacy development as well as online information resources

To support the library-wide implementation of eTechnology and eServices

To deliver training programs and individual support to library staff and customers

To support the Branch Librarian in their day to day activities and be prepared to act in their position if required.



To develop and nurture partnerships with relevant stakeholders

To contribute to GRLC forward planning processes particularly in relation to emerging technologies, hardware and online information resources

To actively promote the library as a dynamic and integral part of the community by offering information and technologies service excellence

To fulfil the organisational objectives in accordance with approved plans, policies, procedures and guidelines

KEY RESPONSIBILITIES

1. Training

Develop, deliver and evaluate eLearning programs for library staff, organisations and community members including the provision of training materials.

Maintain and continually develop own professional awareness of current and upcoming trends and developments

2. Library and Learning Services

Undertake customer service duties as rostered in all branches of the library service

Provide both general and specific education programs for all ages eg library tours, internet demonstrations, use of mobile devices, navigating the website, etc

Contribute to the promotion, marketing and co-ordination of eTechnologies and eServices

Contribute to the development and implementation of innovative information services training programs and resources

3. Outreach

Proactively promote library services widely in the community

Collaborate with other relevant staff in the planning and organising of visits to the library by local community groups

Identify and approach local community organisations who could benefit from eLearning programs



4. People and Teams

Maintain a safe and friendly environment, respecting individual needs of stakeholders

Establish and maintain effective relationships with key stakeholders

Participate in duties required as part of the Geelong Regional Library Corporation team

Contribute to the successful operation of the library service by assisting colleagues and senior staff to support and meet the organisational objectives, goals and strategies of Corporate Plans

In accordance with GRLC performance planning, development and review processes participate in performance reviews and prepare an annual work plan to support organisational objectives

Attend and participate in staff meetings

Contribute to customer focus, community orientation and team spirit in the delivery of all library services

Supervise casual workers involved with the program from time to time

7. Reporting

Report on the evaluation of programs and activities in keeping with GRLC reporting requirements and provide other reports as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Ability to provide advice/service as delegated

Authority to create and deliver eTraining programs

Report to the Branch Librarian regarding implementation of work plans, strategic actions and plans

JUDGEMENT AND DECISION MAKING

Deliver work plans and actions based on agreed resources and alternatives

Use previous experience and agreed protocols when making decisions

Guidance is available as required

SPECIALIST SKILLS AND KNOWLEDGE

Well-developed knowledge and an understanding of websites and online information sources

Ability to develop technology-based training programs and services

High level of skill and expertise in eTechnology devices, resources and applications

Highly developed skills in training development, presentation and evaluation

Work with, understand and anticipate the needs of library customers

Awareness of and ability to implement library policies and strategies

Expertise in the principles of adult learning

Demonstrated ability to deliver information services, including anticipating and responding to emerging trends in reader and literacy development

Knowledge of and interest in latest developments in public library trends, information technology and provision of virtual library services

High standards of safety consciousness with regard to staff and public, and respect for personal and corporate property and equipment

MANAGEMENT SKILLS

Ability to manage time effectively, prioritise and plan own work to achieve library objectives

Ability to contribute to continuous improvement within the Library's strategic and policy context

Proven ability to work independently and constructively and to contribute effectively as a flexible team member

An understanding of the organisational context including procedures and policies relating to the library and the goals of GRLC

INTERPERSONAL SKILLS

Highly developed interpersonal, presentation and written communication skills

Ability to develop and maintain partnerships with key stake holders

Conflict resolution skills

Ability to liaise effectively and sensitively with a diverse community

Ability to support and work effectively with community groups and other members of the community, as well as part of a multi-disciplinary team



QUALIFICATIONS AND EXPERIENCE

A degree or graduate diploma in librarianship

Experience or qualification in training

Extensive experience and/or qualifications in IT

Experience working in a library environment, preferably in a public library

Current Victorian Drivers Licence

KEY SELECTION CRITERIA

Degree or graduate diploma which provides eligibility for Associate Membership of ALIA, with extensive experience and/or qualifications in IT

Proven expertise in the area of all things “e”, particularly online information resources, mobile devices, eBooks, eReaders, social media applications and library management systems

Sound general knowledge and interest in reader development, literacy and digital literacy development

Proven effective presentation skills

High level skills in information technology and software

Demonstrated expertise in the planning, development, management, implementation and evaluation of training programs and resources

Proven understanding of the principles of adult learning

Demonstrated ability to undertake professional development while working independently

Demonstrated understanding of the role of the modern public library

High level communication and interpersonal skills including the capacity to relate to people of all backgrounds and ages

Current working with children check

Current Victorian Drivers Licence



TERMS AND CONDITIONS

The eLearning Librarian is classified as a Band 5 within the Geelong Regional Library Corporation Enterprise Agreement 2010 and the salary is currently \$55,812.10 - \$64,181.60.

Vision Super scheme is the default fund as determined in this agreement. Annual, sick and long service leave accruals will apply pursuant to the Agreement.

The Enterprise Agreement 2010 provides for a spread of normal hours between 6.00 am and 9.00 pm Monday to Friday and Saturday mornings until 12 noon. Hours worked on Saturday afternoon and Sunday will attract penalty rates.

Appointment to this position is subject to the successful applicant being able to provide a Police and Working with Children check.

A six month probationary period applies.

SPECIAL CHARACTERISTICS

In line with operational requirements, work may be at any service location within the Corporation and a component of evening and weekend work may be required as part of the normal rostered hours of duty of this position.

Physical work and correct manual handling is an intrinsic requirement of working in libraries. This includes:

- standing for significant periods of time
- continuous activity that involves movements such as lifting, bending, carrying and pushing