



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	COMMUNITY PROGRAMS OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 12, 2017/ LIBRARY HOURS AGREEMENT 2013 - 2015
CLASSIFICATION:	MOA Level 3
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT / COMMUNITY CAPACITY & LEARNING
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	COMMUNITY LEARNING COORDINATOR
DIRECT REPORTS:	VOLUNTEERS
POSITION NUMBER:	001114

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • Provide professional support in identifying and planning community learning programs and events that are aligned to the needs of the local community including consideration of both financial and physical resourcing. • Deliver and support learning programs in all library branches, community centres and other council facilities and sites across the city. • In cooperation with the Community Learning Team contribute to a model of evaluation to measure the impact of learning programs and events on the community. • In conjunction with the Community Learning Coordinator ensure that the team delivers all required programs and meets all business plan objectives as required by the City of Salisbury • Support all Council wide event initiatives where appropriate including Salisbury Writers' Festival and the Salisbury Fringe. • Supervise and coordinate volunteers who support learning programs
VALUES AND BEHAVIOURS:	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> • By being empathetic; listening to, and understanding their customers and employees.

	<ul style="list-style-type: none"> • By empowering their staff and the community to be involved, to speak up, make decisions and deliver key outcomes. • Through innovation; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes. • Through achievement; setting goals for themselves and with team members, always striving to meet these goals and celebrating the successful outcomes. • By recognising diversity, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • In co-operation with the Community Learning Team identify targeted areas for specific learning programs • Develop and maintain a range of literacy kits that support family literacy. • In cooperation with the Community Learning Team, contribute to the development of a marketing and communications strategy for learning programs and initiatives. • Mentor volunteers to run or support programs. • Contribute to the smooth running of events and programs. • Ensure the Salisbury Libraries and Community Centres are involved in state wide and national literacy initiatives and participate in network initiatives that promote lifelong learning in the City of Salisbury. • Adhere to program and event budget and purchasing as set by the Community Learning Coordinator and guided by the City of Salisbury procedures. • Provide advice to library branch officers in the area of lifelong learning. • Driven by the Community Capacity & Learning Business Plan, assist in establishing SMART goals and key performance indicators for learning programs. • Follow established health and safety procedures, policy requirements and specific precautions in relation to the work being undertaken in order to ensure own safety and that of others in the workplace. • Provide branch services support within libraries on a roster or when required.
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).

GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing.
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • High level of interpersonal skills including: negotiation, mentoring, conflict resolution and motivational communication. • Demonstrated ability to analyse, set priorities, plan and organise workload, use initiative and manage projects. • High level of written and verbal communication. • Ability to provide appropriate and effective training, development and mentoring to staff, volunteers and community members involved in the delivery of learning programs. • An ability to assist with facilitating change both within the team and more broadly in the workplace. • Ability to use standard office software such as Microsoft Office applications as well as the ability to easily adapt to new versions or programs. • High level of empathy and compassion toward the sensitive needs of customers and some program target groups. • Demonstrated experience in program development in the area of children’s and/or adult literacy. • Demonstrated knowledge of current theory and practice relating to literacy and numeracy. • Experience working with CALD communities • Experience in a training role or educational framework. • Certificate IV in Training & Assessment or a willingness to attain
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Knowledge of the Salisbury demographic profile and services within the City of Salisbury. • Understanding of quality customer service and continuous improvement philosophy. • Innovative and creative thinking and problem solving. • Ability to form key partnerships with community groups and organisations. • Experience in writing and applying for grants. • Ability to analyse survey and data in order to evaluate results.
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Current driver’s licence • Willingness to: <ul style="list-style-type: none"> ○ work flexible hours including evening and weekend hours. ○ work in different locations and council facilities as required. ○ provide library branch service support as required ○ develop, support, facilitates and visit outreach sites in the Salisbury area such as schools, community hubs, kindergartens and playgroups. • Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where

	<p>applicable) reporting any signs of abuse or neglect to the Department for Families and Communities.</p> <ul style="list-style-type: none"> • As an Authorised officer, fulfil all requirements set out in the following Legislation: <ul style="list-style-type: none"> - Section 260.1 of the Local Government Act 1999 – C.D.F.G and I. Library Facilities Grounds & Car Parks.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Work within established procedures and under the direction of the Information, Access & Community Programs Team Leader.

AGREEMENT:		
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBANT NAME:	SIGNATURE:	DATE: