

# Position Description

## Library Makerspace Programs Officer



November 2020

### DETAILS

Team and Department	Randwick City Library
Division	City Services
Supervisor	Coordinator Library Service Development
Direct Reports	NA
Grade	11
Delegation of Authority	NA
Budget Expenditure	No responsibility for managing expenditure
Procurement Expenditure Levels	\$0
City Plan Directions	5d: Library programs, resources and facilities provide innovative and inspirational opportunities for education and leisure.

### PURPOSE

The Library Makerspace Programs Officer works for Randwick City Library to assist in the activation of the Third Space (a makerspace) through the delivery of engaging programs, covering a range of Science, Technology, Engineering, Arts and Mathematics (STEAM) topics. This role has a research, planning, coordination, and hands on delivery aspect.

### KEY ACCOUNTABILITIES

1. Assist the Coordinator Library Service Development to develop, promote and deliver a range of Science, Technology, Engineering, Arts and Mathematics (STEAM) and traditional skill programs and activities for the diverse community.
2. Assist in the selection of support materials and equipment to deliver programs and allow use of the space as a lifelong learning centre.
3. Act as caretaker through maintenance of the space and equipment
4. Create partnerships and liaise with community and program presenters to ensure the delivery of relevant and high - level programs.
5. Knowledge of the safe operation of all equipment in the space and induct users of all ages in its safe use.
6. Provide excellent customer service on the circulation desk at the three library locations as rostered.



INTEGRITY – CUSTOMER FOCUS – ACCOUNTABILITY – RESPECT – EXCELLENCE

### ESSENTIAL

1. Demonstrated experience in planning and delivering leading programs.
2. Excellent knowledge of the adoption and use of new and emerging technology such as creation of media content, 3D design, Virtual or Augmented Reality or Internet of Things (IOT).
3. Demonstrated ability in using current technology including computing, Microsoft Office, tablets and devices and online resources, including the ability to use videoconferencing for delivery of concepts.
4. Demonstrated skills in the use of craft techniques.
5. Demonstrated customer service skills with a strong interest in engaging with the public and willingness to participate in the customer service roster at all library locations.
6. The ability to work as part of a team and to be an effective team member.
7. Demonstrated ability to work to deadlines, manage small operating budgets and respond to issues that may impact on customer service.
8. Well-developed oral and written communication and interpersonal skills, including the ability to develop and deliver presentations and prepare written reports.
9. Tertiary qualifications (Diploma or higher) in a related field - Library, Science, Arts, Technology, Engineering.
10. Possession of a valid Working With Children Check

### DESIRABLE

1. A background in 'Making' through science or arts or both.
2. 3D design and printing experience.

## CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	YES
WHS General Construction Induction (White) card	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C CLASS
Position required to make a disclosure of pecuniary interest	YES
Criminal History Check	YES
Record keeping responsibilities	YES

### **Delegations**

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

### **Code of Conduct**

All staff are required to adhere to the Code of Conduct.

### **Workplace Health and Safety**

All staff are required to adhere to Councils Workplace Health and Safety Policy.

### **Equal Employment Opportunity**

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

### **Recordkeeping Responsibilities**

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.