

Position Description

Youth Library Officer

February 2026

DETAILS

Team and Department Service Development Team, Library Services

Division Community and Culture

Supervisor Children and Youth Services Librarian

Direct Reports NA

Grade 11

Delegation of Authority NA

Budget Expenditure No responsibility for managing expenditure

Procurement
Expenditure Levels \$0

PURPOSE

The Youth Library Officer engages young people with the library by developing, delivering, and promoting programs, activities, and collections that support their interests and learning needs. The role also ensures that key resources are accessible, while providing effective library and customer service across all service points to create a welcoming and supportive environment for youth.

KEY ACCOUNTABILITIES

1. Develop, deliver and evaluate library programs for youth, in conjunction with the Children and Youth Services Librarian and the Library Events and Marketing Team.
2. Contribute to the development and provision of the library Young Adult collection to ensure selection of resources reflect the emerging needs and interest level of the target customers.
3. Collaborate with the Children and Youth Services Librarian to identify emerging community needs and trends, and respond with targeted services and resources.
4. Represent the library in youth forums, networks, and outreach activities to strengthen community relationships.
5. In conjunction with the Collections and Information Services Teams, build and maintain the HSC support collection and online services and provide programs and activities to support young people with HSC.
6. Work across the Service Development Team and with other library staff to achieve the outcomes of the Operational Plan through active involvement in projects.
7. Maintain accurate records and contribute to reporting and evaluation of library youth engagement initiatives.
8. Work at all library service points to ensure seamless service delivery.

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Diploma in Library & Information Science or equivalent (minimum qualification)
2. Demonstrated experience in developing and delivering programs to support lifelong learning, social inclusion and recreation.
3. Demonstrated experience in community outreach, developing partnerships and engaging stakeholders.
4. Demonstrated experience with collection management, including maintenance selection, deselection and promotion of resources.
5. Strong interest in working with the public at all library locations.
6. Demonstrated ability to work as part of a team and to be an effective team member.
7. Knowledge of automated library management systems, online resources, technological solutions and their applications in the workplace.
8. Strong communication and interpersonal skills, with sensitivity to diversity.

DESIRABLE

1. Demonstrated experience in youth engagement and understanding of youth culture
2. Mental Health First Aid or understanding of mental health and wellbeing in young people
3. Class C motor vehicle licence.

CAPABILITIES FOR THE ROLE

Randwick City Council has adapted the NSW Local Government Capability Framework which describes the core knowledge, skills and abilities required (expressed as behaviours) and sets out clear expectations about performance in local government i.e., “how we do things around here”. It builds on organisational values and creates a common sense of purpose for both elected members and all levels of our workforce. The NSW Local Government Capability Framework is available at [Capability Framework - Local Government NSW \(lgnsw.org.au\)](http://Capability Framework - Local Government NSW (lgnsw.org.au))

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

RCC adapted NSW Local Government Capability Framework

Capability group	Capability Name	Level
 Personal Attributes	Manage Self	
	Display Resilience and Adaptability	
	Act with Integrity	
	Demonstrate Accountability	
 Relationships	Communicate and Engage	
	Community and Customer Focus	
	Work Collaboratively	
	Influence and Negotiate	
 Achieving Results	Plan and Prioritise	
	Think and Solve Problems	
	Create and Innovate	
	Deliver Results	
	Finance	
	Assets and Tools	

 Managing Resources	Technology and Information	
	Procurement and Contracts	
 Workforce Leadership	Manage and Develop People	
	Inspire Direction and Purpose	
	Optimise Workforce Contribution	
	Lead and Manage Change	

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting. These capabilities must be met for a candidate to be suitable for appointment.

RCC adapted NSW Local Government Capability Framework

Capability group and name	Level	Behavioural indicators
Personal attributes –		
Relationships –		
Achieving results –		
Managing results –		

PHYSICAL REQUIREMENTS

NA

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	NO
Specify licence type:	Choose an item.
Position required to make a disclosure of pecuniary interest	NO
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.