

First 5 Forever Officer

Position Outline

Position	First 5 Forever Officer
Work Location	23 West Street, Council's Library
Directorate	Community Services
Section	Library Services
Reports to	Coordinator, Library Services
Hourly Salary Band	\$37.28 - \$39.70
Classification	Level 2, Mount Isa City Council Certified Agreement 2018
Engagement Type	Part-Time, Ongoing

POSITION OBJECTIVE

The First 5 Forever Program recognises the importance of literacy and language development in the first five years of a child's life and provides families with information, resources and support to encourage them to talk, read, sing and play. The focus of this position is to plan and lead the delivery of innovative programs and projects specific to the First 5 Forever Literacy Programs to the Mount Isa community, in accordance with the specifications given through the State Library of Queensland First 5 Forever grant.


POSITION REQUIREMENTS

- Previous experience working in Early Childhood would be desirable.
- Confidence and experience in delivering children's programs
- Knowledge in the use of MS Windows, MS Word, Excel, Outlook, Publisher and the ability to acquire skills in other computer-generated library systems.
- Ability to work in a small team effectively and share relevant information with other team members.
- A genuine interest in working with parents and children in early literacy development.
- Time management skills with the ability to meet deadlines. Experience in delivering children's programming is desirable.
- Industry Blue Card (working with children) is essential;
- Qualifications in Early Childhood Education and/or equivalent level or expertise and experience in a similar discipline.
- The ability to play a musical instrument would be desirable.
- Current QLD "C" class Driver's Licence or ability to acquire a licence prior to commencing in the role.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Provide confident and professional delivery of library programs and services including Baby Rhyme Time and Story Time and occasional single events focused on the 0 - 5-year age group.
- Actively support the engagement and continued involvement of parents with young children 0 – 5 years in First 5 Forever and other programs that support early literacy development.
- Prepare and organise resources to support and promote First 5 Forever programs.

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- Keep abreast of the latest technologies and incorporate these into First 5 Forever programs, services and promotions as appropriate.
 - Gather and analyse data that provides evidence of the outcomes of First 5 Forever funding.
 - Actively contribute to the team and promote best practice.
 - Assist the Coordinator of Library Services and undertake other duties as directed.
 - Assist with the promotions and activities to enhance library image and increase collection usage.
 - Provide customer service in both face-to-face situations and on the telephone.
 - Apply Council work practices, policies, procedures and guidelines in meeting the expectations and requirements of Council's customers.
 - Ensure that work is carried out in a safe manner in accordance with the WH&S Act, Regulations and Standards and Council's work procedures.
 - Maintain and showcase creative and emerging technologies and assist the community and staff in their use e.g. Coding and Robotics (STEM).

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- All assigned tasks completed professionally and on time.
- Consistently meets corporate obligations.
- Promotes and complies with council policies and procedures.
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	1 June 2011
Review Date	5 September 2024
Contact	Brian Atherinos – Manager, Economic and Community Development
Closing date	20 September 2024