

Position description

Title:	FIRST NATIONS LIBRARY OFFICER	Position Number	3981
Classification:	Level 4 / 5		
Hub:	Community	Program Area:	Library and Family Services
Reports to:	Senior Coordinator Library Programs & Engagement		
Direct Reports:	Nil		

Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



Position objective

The First Nations Library Officer is responsible for ensuring the City of Darwin's Library Services actively engage and encourage the participation of First Nations peoples in library services. This position will ensure the libraries are spaces that recognise and welcome First Nations peoples and that programs are established and delivered to engage with and increase the number of First Nations peoples who access library services.

Key result areas

Corporate identity

- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.



Service delivery

Level 4

- Positively engage with the community to better understand how libraries can effectively meet the needs of First Nations community members and customers.
- In consultation with key stakeholders including representatives from the Reconciliation Action Plan Implementation Group, identify and develop programs that will engage First Nations children, youth, adults, and seniors and increase attendance at libraries.
- Continue existing measures and establish new measures to increase the recognition of First Nations peoples and culture within City of Darwin's libraries.
- Engage with and be a member of the City of Darwin's Reconciliation Action Plan Implementation Group and implement any Reconciliation Action Plan deliverables related to libraries.
- Ensure relevant days of recognition and celebration to First Nations peoples, including NAIDOC Week and Reconciliation Week, are promoted and well-programmed within libraries.
- Contribute to the regular review City of Darwin's library procedures to ensure they actively encourage participation by First Nations peoples, including vulnerable people who may face barriers in accessing library services.
- Contribute and advise on best practice and identify opportunities to continue positioning libraries as an inclusive and safe environment for staff and the community.
- Ensure Library customers are provided with a positive, proactive, and responsive customer service experience.
- Assist the Library Collections Team to expand and promote library collections that tell the stories of First Nations peoples and that these collections are accessible to all library visitors.
- Assist with cultural audits of City of Darwin libraries to ensure the spaces and collections are sensitive to the cultural needs of different communities and ensure cultural sensitivity practices are implemented to protect cultural resources where relevant.



Level 5

- Work closely with the Library Collections Team to expand and promote library collections that tell the stories of First Nations peoples and that these collections are accessible to all library visitors.
- Coordinate cultural audits of City of Darwin libraries to ensure the spaces and collections are sensitive to the cultural needs of different communities and ensure cultural sensitivity practices are implemented to protect cultural resources where relevant.

Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Be flexible and adaptable to working in various work locations throughout the municipality as needed to perform the role effectively.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.
- Actively participate and contribute to team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.

Workplace health and safety

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems.
- Comply with all CoD Workplace Health and Safety (WHS) policies, procedures, guidance and other-directed requirements.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

Position prerequisites

Level 4

- Minimum Certificate IV in Community Services, Indigenous Studies, Library studies or minimum 3 years' experience in delivering programs that contribute towards improved outcomes for First Nations Peoples
- Working with Children Clearance (NT Ochre card)
- Possession of C Class Drivers Licence

Level 5

- Minimum Diploma in Community Services, Indigenous Studies, Library studies or minimum 5 years' experience in delivering programs that contribute towards improved outcomes for First Nations Peoples



- Working with Children Clearance (NT Ochre card)
- Possession of C Class Drivers Licence

APPROVED BY: _____

Date: _____

Executive Manager Library & Family Services

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____

Date _____

