

# POSITION DESCRIPTION



## DIGITAL LEARNING OFFICER

### The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

### We have a plan to achieve our vision:

#### ECONOMY

*We are a thriving economy and a business-friendly City*

#### COMMUNITY

*We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike*

#### ENVIRONMENT & HERITAGE

*We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated*

#### PLACEMAKING

*We are a unique and distinctive collection of active places, created and cared for through strong partnerships*

#### LEADERSHIP

*We are an innovative, collaborative and high performing leader within local government*

### We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

### The position is:

<b>Position Title</b>	<b>Digital Learning Officer</b>		
<b>Department &amp; Section</b>	<b>Community Development, Libraries</b>		
<b>Team</b>	<b>Technology Team</b>		
<b>Reporting to</b>	<b>Technology Leader (Libraries)</b>		
<b>Positions Reporting to it</b>	<b>Nil</b>		
<b>Classification and Stream</b>	<b>MOA 3</b>		
<b>Position Number</b>	<b>5640</b>	<b>Prescribed Position:</b>	<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>

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## **How does this position contribute to our community?**

You will help make the City of Port Adelaide Enfield a place where people love to be. A City of opportunity and a City that supports community wellbeing by providing access to programs and technologies that support digital literacy and learning. Your role develops and delivers programs that aim to close the digital divide and ensure everyone has equal access to the technologies and skills they need to participate fully in modern society.

## **What does the position do?**

- Plan, develop, deliver and coordinate programs that support the development of a wide range of digital and technology skills at diverse skill levels.
- Evaluate the success of the educational and recreational programs against programming objectives and refine, reiterate as required.
- Deliver exceptional customer service that is welcoming, responsive and inclusive.
- Facilitate access to current and emerging technology, in branch, through partnerships and via outreach.
- Liaise, collaborate and partner with external and internal teams, groups, service providers and community members to provide innovative, relevant programs to the community.
- Supervise and guide the work of library officers, agency staff, trainees and volunteers relating to programming and outreach initiatives.
- Work out of hours, evenings and weekends to support the operational requirements of the library.
- Work across all City of PAE Libraries as required.

## **What outcomes does the position deliver?**

- Libraries are innovative state-of-the-art spaces, that foster literacy, learning, creation, connection and innovation.
- The community is equipped with the skills necessary to use digital technologies effectively.
- Appropriate information management practices are implemented.
- A child safe environment is maintained and promoted.

## **The behaviours we expect the position to contribute to our workplace are:**

- Effective communication and information sharing
- Good problem solving and decision making
- Enthusiasm and optimism to complete tasks
- A passion for personal development and improvement
- Innovative thinking and a courage to try new ideas
- Adaptability to new ideas and concepts
- Interpersonal skills that build good work relationships
- A drive to help and coach others to unlock their potential
- Be customer driven
- A commitment to improvement

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## Qualifications for the position

- Tertiary qualification in a relevant field such as Libraries, Education, or demonstrated experience in relevant fields is desirable
- A current DHS Working with Children Check is mandatory
- Child Safe Environments Training is mandatory

## Experience

- Demonstrated experience in teaching digital skills and engaging effectively with diverse learners of all ages is essential
- Experience in a Customer Service role is desirable
- Event Management experience is desirable
- Experience with emerging technologies such as AR, VR, AI and Blockchain is desirable

## Knowledge

- Thorough knowledge of Public libraries and their role in society including current trends and innovation.
- Current and emerging technologies and how they may impact the community
- Awareness of digital learning and literacy trends
- Knowledge and understanding of the principles of learning styles and strategies

## Our Safety and Return to Work Commitments

### All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_