



POSITION DESCRIPTION FORM

File No: PDF-F0363042

POSITION IDENTIFICATION

Title:	Make-It Space Officer	Level:	Level 4/5
Service Unit:	Place & Community Engagement	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Community & Economic Development	Date Effective:	17 September 2025
Reporting to:	Coordinator Library Services	Date Last Reviewed:	21 October 2026

PURPOSE OF POSITION

- Responsible for the day-to-day operation, programming and ongoing development of the Mick Bennett Make-It Space, delivering the actions of Council's endorsed Make-It Space Three Year Operational Plan.
- Design, deliver and evaluate a balance of accessible sessions, programed workshops, and facility hire opportunities that make best use of the Make-It Space, respond to community needs and achieve the targets of the Operational Plan.
- Grow membership, participation, understanding, learning and enjoyment of the Make-It Space through creative customer engagement, proactive partnerships and promotion.
- Ensure that Library and Make-It Space services contribute to an overall positive image of the Shire by providing excellent customer service.
- Maximise the accessibility of the Shire's public library and Make-It Space services in the community through active development and promotion of Make-It Space facilities and programs.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Deliver the Make-It Space Three Year Operational Plan actions assigned to the position within agreed timeframes and budget, and report on progress, usage and outcomes against the Plan's performance measures.
- Apply, monitor and review the Make-It Space governance framework, policies and procedures to ensure use of the facility supports Council's vision and requirements.
- Contribute to the delivery of an intuitive, engaging experience of the Make-It Space.
- Maintain Make-It Space equipment and technology in safe, good working order, including scheduled maintenance, consumables management and first-line troubleshooting, liaising with the internal Information Technology team and suppliers as required.
- Develop, maintain and review Safe Operating Procedures, risk assessments, and induction and competency records for all equipment, ensuring document version control and that appropriate PPE and safety controls are in place.
- Administer Make-It Space membership, bookings and inductions, and apply fees and charges in accordance with Council's adopted Fees and Charges Schedule.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Provide training, demonstrations and support to fellow staff (including volunteers) to ensure smooth running of the space and a meaningful experience to patrons.
- Assist patrons with the use of equipment within the Make-It Space and provide coaching sessions across all design and fabrication offerings in the Make-It Space including but not limited to 3D printing, laser cutting, CNC routing, power tools.
- Collaborate with colleagues and the community to plan, deliver and evaluate a schedule of rotating programs that promote creativity and learning within the Make-It Space.
- Build and maintain partnerships with community groups, education providers, businesses and volunteers to extend the reach and sustainability of the Make-It Space.
- Support the Make-It Space Working Group, including preparing reports, usage data and recommendations.
- Plan for equipment renewal and replacement in line with the Operational Plan and budget, and undertake procurement in accordance with the Shire's purchasing policy and procedures.
- Maintain a comprehensive knowledge of developments in current Library and Make-It Space practices and programs.
- Keep up to date with emerging technologies to ensure that Make-It Space programs and equipment offerings continue to provide a contemporary and innovative makerspace facility for the customers and staff of the Shire's public libraries.
- Actively promote facilities and services to enhance the library and Make-It Space role as community spaces.
- Any other duties as directed by the line supervisor / manager.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Providing support to part time, casual and volunteer Make It Space Officers.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Community Library and Mick Bennett Make-It Space

Delegated Authority: Not applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

EXTENT OF AUTHORITY

This position operates under direction of the Coordinator Library Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and the Work Health and Safety Act 2020.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with the Work Health and Safety Act 2020 and Council's WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire's Values "Trust, Respect, Accountability, Customer/Community, Excellence & Support" within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.



SELECTION CRITERIA

Essential:

1. Demonstrated knowledge and experience in contemporary technologies in a makerspace or related creative environment.
2. Excellent interpersonal skills including experience engaging with customers in a learning through practice environment.
3. Comprehensive awareness of related digital technology and technical developments in the area of cutting-edge interactive and educational technology.
4. Sound program planning, delivery and evaluation skills, including reporting against service plans and performance measures.
5. Some experience in the safe operation and basic maintenance of makerspace equipment (e.g. 3D printers, laser cutters, CNC routers), with an understanding of safe work practices and the ability to deliver inductions and training.
6. Demonstrated public relations and interpersonal skills in a customer-based environment with an ability to influence, negotiate and resolve conflict.
7. Demonstrated ability to build and maintain partnerships with community, education and industry stakeholders.

SIGNED:**Present Occupant:** _____**Signature:** _____ **Date Signed:** _____**Supervisor:** Coordinator Library Services **Date Issued:** 05/10/2026**Approved by:** Director Community & Economic Development **Date Approved:** 21/10/2026**Director Signature:** _____ **Date Signed:** _____**Reviewed by:** Human Resources **Date:** 21/10/2026