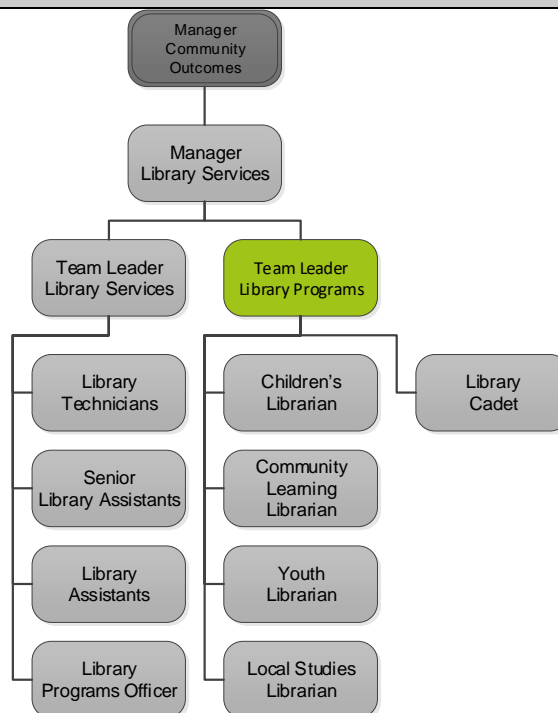


POSITION DESCRIPTION

Position Title	Team Leader Library Programs
Position Number	26176
Division	Sport, Community & Activation
Branch	Community Outcomes
Grade	16
Special Requirements	Drivers licence Ability to work flexible hours and locations, including nights and weekends as per roster Current Working With Children Check
Physical and Environmental Demands	Manual Handling
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	An Enriched and Connected Community

Reporting Structure



Position Purpose

To lead, manage and support a library team to deliver a high quality library service in a dynamic and fast growing community by ensuring the efficient and effective implementation, creation and delivery of innovative and inclusive library programs.

Key Result Areas

- **Leadership**
- **Library and Customer service**
- **Collection Management**
- **Community Learning & Engagement**
- **Corporate Core Values**

Key Duties & Responsibilities

Leadership

- Display Council's Core value of Leadership, including all aspects of staff management, guidance and the demonstration of role model behaviours
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working in Council.

Library and Customer service

- Plan, develop, deliver and evaluate library and information services, programs, events and initiatives that reflect and enhance the informational, cultural, recreational and educational for various target groups including adults, culturally diverse and people with special needs
- Provide leadership, supervision and direction to staff of the Library Programs team consisting of Children's, Youth, Community Learning, and Local Studies
- Assist the Manager Library Services to achieve goals of Council's management plan
- Contribute to library strategic planning
- Develop and foster positive relationships with customers
- Identify, develop and train staff in reference and information services
- Provide monthly reports in a timely and efficient manner
- Conduct performance reviews in a fair and equitable manner
- Pursue alternate sources of funding
- Provide a high quality customer focused service
- Provision of timely and accurate information to both internal and external customers
- Reviews processes and facilitates relevant changes
- Ensure legislative and regulatory requirements are met

Collection Management

- Monitor budget within area of responsibility and take action where concerns identified
- Assists clients with enquiries covering all facets of Lending and Information Services including reader's advisory, reference and circulation enquiries
- Research and recommend new initiatives in collections, activities and programs based on the initiatives within Australia and overseas.
- Assist in collection management of library resources in particular online databases and informational resources

Community Learning & Engagement

- Manage the effective delivery of innovative and inclusive library programs and events to the local community
- Contribute to library strategic planning
- Develop and foster relationships and partnerships with other Council departments, community groups, schools and external organisations including service providers and vendors
- Promote and market the Library Services and resources through the community and online social networking
- To meet the current and future needs and aspirations of all members of the community through a focused and effectively targeted service

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous

Corporate Core Values

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Tertiary qualifications in Library and Information Science or a related field, that allow professional membership of ALIA
- Proven experience in library work and a strong knowledge of public library practices including library systems, information technology and social networking technologies
- Demonstrated leadership skills with the ability to motivate and supervise staff
- Strong capacity for strategic thinking and commitment to continued improvement
- Demonstrated experience in the development, promotion and delivery of recreational and educational library programs in particular to adults

- Knowledge and experience using online informational databases and developing and implementing library training programs
- Current high level digital literacy skills, with the confidence to support customers with diverse technology including online and virtual collections and services, across multiple devices, platforms, apps and software
- Proven ability to work in a team environment
- Sound knowledge of library policies, practices and current trends in libraries
- Ability to adapt to a changing environment including new technologies
- Demonstrated ability to apply EEO and WHS principles
- Current Working with Children Check
- Current Drivers Licence

Desirable

- Experience in the delivery of recreational and educational programs for various target groups
- Time management skills and self-directed work practices
- Grant writing experience
- Knowledge of current educational trends

Prepared By

Manager Library Services

Date Prepared

March 2022

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: