

POSITION DESCRIPTION

Position Title	Team Leader Library Services
Position Number	26169
Division	Sport, Community & Activation
Branch	Community Outcomes
Grade	16
Special Requirements	<p>Drivers licence</p> <p>Ability to work flexible hours and locations, including nights and weekends as per roster</p> <p><i>This position has been identified as “child-related employment” under the Commission for Children and Young People Act 1998. Relevant criminal history and apprehended violence order checks, structured referee reports and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.</i></p> <p><i>It is an offence under the Commission for Children and Young People Act 1998 for a person convicted or found guilty of a serious offence against children (whether in NSW or elsewhere) to apply for this position. As an applicant for child-related employment you will be required to consent to a background check and disclose whether you are a prohibited person, that is, someone found guilty of a serious offence against children. This includes any person registrable under the Child Protection (Offender’s Registration) Act 2000.</i></p>
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 to	Manager Library Services
Position Purpose	
To lead, manage and support a library team to deliver a high quality library service in a dynamic and fast growing community	
Key Result Areas	
<ul style="list-style-type: none"> • Leadership • Library Services • Customer Service • 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 for Council.

Library Services

- Manage the effective daily operations of the branch library
- Facilitate effective resolution of enquiries and complaints
- Provide leadership, supervision and direction to staff of the branch library
- Assist the Manager Library Services to achieve goals of Council's management plan
- Monitor budget within area of responsibility and take action where concerns identified
- Develop and ensure up-to-date relevant procedure manuals are maintained
- Weekly and weekend staff rostering across the Library Service
- Approval of timesheets and petty cash reimbursements for base branch Develop and deliver library programs to the local community in collaboration with the Team Leader Library Programs
- Assists clients with enquiries covering all facets of Lending and Information Services including reader's advisory, reference and circulation enquiries
- 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
- Ensure that library facilities are maintained at an acceptable and agreed standard including community spaces at all libraries
- Develop and foster positive relationships with customers

Collection Management

- Assess, develop and maintain multimedia, e-resources, adult resources and collections reflective of community needs
- Research and recommend new initiatives in collections, activities and programs based on the initiatives within Australia and overseas.

Community Engagement

- 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, Safety and Customer Focus.

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

- University level qualifications in Library and Information Science or equivalent and/or proven experience in library work
- Strong knowledge of public library practices including 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
- Demonstrated leadership skills with the ability to motivate and supervise staff
- Strong capacity for strategic thinking and commitment to continued improvement
- Proven ability to work in a team environment
- Demonstrated skills in collection management and grant writing experience
- Sound knowledge of library policies, practices and relevant legislation with the ability to ensure legislative and regulatory requirements are met
- Demonstrated knowledge of current trends in libraries
- Ability to adapt to a changing environment including new or emerging technologies
- Demonstrated ability to apply EEO and WHS
- Current Drivers Licence and Working with Children Check

Desirable	
<ul style="list-style-type: none"> • Eligible for professional membership of ALIA • Knowledge of current educational trends 	
Prepared By	Manager Library Services
Date Prepared	February 2023
<p>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.</p> <p>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.</p>	
Employee Name:	
Employee Signature:	
Date:	