



Living our corporate values ...

Community
Focused

Show
Integrity

Encourage
Innovation

Be Caring &
Respectful

Commitment
to Safety

Value
Teamwork

... to deliver progress and value to our community

Parkes Library & Information Services Team Leader

PD Version – August 2019

Next Review – August 2021

Position Details

POSITION NO:	500 014
DEPARTMENT:	Technology & Corporate Services
POSITION LOCATION:	Parkes Library
EMPLOYMENT STATUS:	Permanent Full-Time
REPORTING TO:	Manager Cultural, Education & Library Services
NO. OF DIRECT REPORTS:	4
BAND/LEVEL:	Professional/Specialist Band Level 2
SALARY SYSTEM GRADING:	Grade 13-15
ALLOWANCES	Nil

Purpose of the Position

To manage and develop Parkes Library services, as an innovative, customer-focussed, quality public library service that meets the information, education, cultural and recreation needs of the community, coordinating and supporting the provision of library programs and services for the Parkes Library. This position also supports the provision of library services in Trundle, Tullamore and Peak Hill.

Position Responsibilities

- Responsible for and oversee the operations of Parkes Library services, including the supervision and coordination of staff and volunteers
- Development and delivery of high quality, customer focussed services including circulation, reference services and programs and activities
- Lead the Library team in collection development, maintenance and cataloguing processes

Duties & Functions

- Contribute to marketing activities including opportunities for promoting and publicising services, activities and events
- Contribute to long term planning to further develop the Parkes Library services.
- Contribute to the preparation of annual Parkes Library services budget and manage small budgets within responsibility areas



- To supervise staff according to Council's policies and procedure and implement Council's Positive Behaviour Framework within your area of responsibility
- To provide support to teams in planning, defining appropriate measures, use tools, problem solving and reviewing all aspects of the initiative to help the project goals.
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience

Position Skill Descriptors – Grade 13-15

- The ability to plan to coordinate activities and resources for both short and long term projects.
- Responsible for day to day decision making whilst complex problems are resolved by reviewing a range of options and recommending the best alternative to the next level.
- Ability to respond to complex enquiries that require detailed and careful explanation and complete standard forms and correspondence. Lead discussions with small groups to achieve specific outcomes.
- Able to complete standard forms, correspondence, reports and submissions following prescribed formats.
- Leadership and organisation skills are required to supervise and control a work area or project. Responsible for team building and development and for the achievement of goals and objectives.
- Input into financial/budget development and management.

Position Qualifications and Experience Requirements

Qualifications:

- Degree in Library, Information Management or equivalent.
- Current and maintained NSW Driver's Licence
- Current Working With Children Check Clearance (expires every 5 years)

Experience:

- Relevant work experience or demonstrated experience in leading teams and developing library services and programs

This training and other training required for this position is specified with the Learning Plan for the position.

Position Delegations

This position has the following **internal** delegations:

- WHS
- Purchase Requisitions and Receipting



WHS Responsibilities

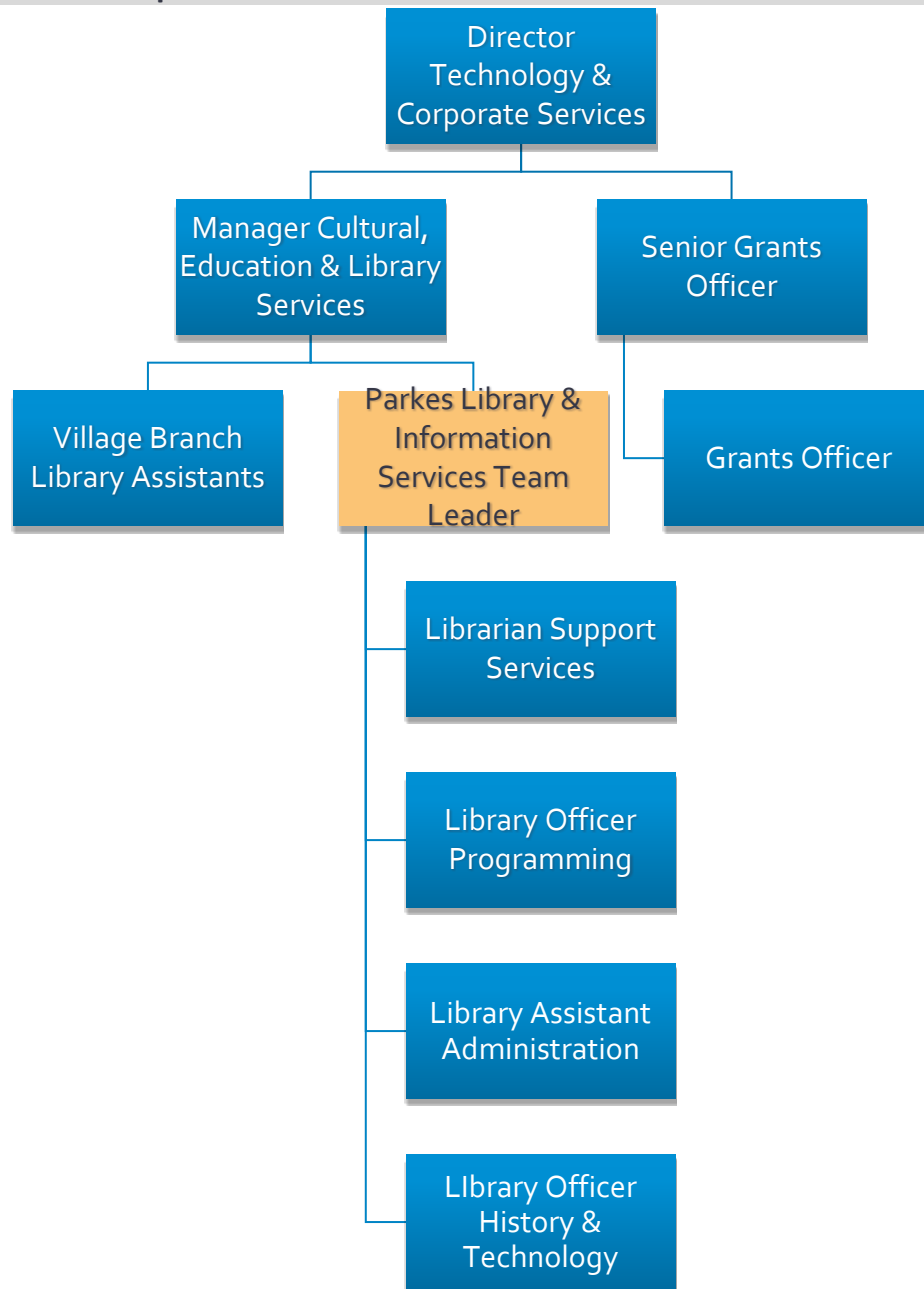
Table 3 Supervisors (with delegation)

Are responsible for implementing, monitoring and reporting on WHS policies and procedures within their area of responsibility

Responsibility	Performance Measure
1. To support the implementation of all WHS policies and procedures.	<ul style="list-style-type: none"> • Lead staff meetings/site start-up meetings that focus on, or include a mandatory WHS component. • Ensure all workers (contractors and volunteers) affected by the work are included in WASP completion. • Contribute to the development SWMSs for high risk activities as required. • Provide on-the-job training as required. • Ensure all workers are inducted effectively for the type of work they are doing, particularly for high risk activities e.g. use of plant. • Carry out WHS improvement actions from WHS risk registers as delegated by relevant managers. • Lead by example and promote sound WHS practices at every opportunity. • Support workers in the notification of all incidents. • Investigate incident reports when required, ensuring corrective actions are undertaken and reported to the Manager.
2. Provide supervision for workers to ensure work activities are carried out in a safe manner.	<ul style="list-style-type: none"> • Ensure <i>constant</i> supervision of volunteers and young people in the workplace is provided. • Monitor contractor activities daily. • Monitor remote worker activities (fatigue, vehicle, duress) daily.
3. Monitor the implementation of the WHSMS in your area.	<ul style="list-style-type: none"> • Conduct a weekly review of the implementation of WASPs, SWMSs and high risk work permits e.g. confined space entry permit, and report. • Complete five work site inspections each week and report. • Conduct weekly project site inspections on construction projects and report. • Ensure all plant and equipment are regularly inspected and kept clean and in good working order at all times. • Review SWMSs with all staff as per the documented review date or after an incident or significant change in the workplace. • Participate in the annual WHS risk register review for your work area.



Organisational Relationships





Physical Requirements

Neck Movement (looking up, down, sideways)	3	Dust (expose airborne material ie. Dust)	1
Reaching (above shoulder height, forward/side extended)	2	Gas / Fumes (Working with gases or fumes)	1
Hand/Arm Movements (stacking, reaching, mopping, tool use)	3	Liquids (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	2
Bending/Twisting (forward/ backward bending or twisting at waist)	2	Noise (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	2
Kneeling/Squatting	2	Lighting (Tasks involve working in dark or visually-poor environments)	1
Leg Movements (operate machinery)	1	Temperature (Task involve working in extremes of temperature - hot or cold)	1
Standing (upright without moving)	1	Confined Space (confined spaces work)	1
Driving (operate any mobile plant)	1	Radiation (Tasks involve magnetic or radiation sources)	1
Walking (even surfaces)	3	Hazardous Substances (Tasks involve working with hazardous substances)	2
Walking (uneven surfaces)	1	Meeting Deadlines	3
Walking (walking while manual handling object)	3	Conflict Resolution	2
Walking (up or down steep slopes)	1	Sitting for extended periods	2
Climbing (in and out of plant/car)	2	Dealing with people	4
Climbing (stairs, ladders, scaffolding)	2	Underground Work	1
Manual Handling (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	3	Personal Protective Equipment	2
Sight (Use of sight as an integral part of task performance eg. Dark, fine detail)	5	Manual Dexterity (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	4
Sight (Ability to discriminate between colours)	2	Manual Dexterity (Gross motor hand use; Gripping, holding, clasping)	2
Hearing (Effective hearing ability as an integral part of task performance)	5	Task involves working in an awkward positions Eg:	1
Smell (use of smell senses as an integral part of task performance)	1	Cardiovascular Fitness level required for position	3
Balance	2		

Keys	
General Demands	
Sensory Demands	
Environmental Factors	
Other Demands	
Manual Handling	
Cardiovascular Fitness	

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	<i>Not Relevant to this position</i>		
2	Occasional	<i>Task is performed for 0-33% of the day</i>	Light	Low (sedentary)
3	Frequent	<i>Task is performed for 34-66% of the day</i>	Moderate	Medium
4	Constant	<i>Task is performed for more than 66% of the shift</i>		
5	Repetitive	<i>Work cycle is repeated < 30 sec & performed for > 60min</i>	Heavy	High (constantly on feet, repetitive physical work)



Parkes Library & Information Services Team Leader

The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.

Position Incumbent

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Director

Name: _____

Signature: _____

Date: _____

This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training