

Position Description

Position title:	Heritage Collection Librarian
Directorate:	City Wide Services
Service Unit:	Libraries and Learning
Reports to:	Coordinator Local History
Direct reports:	Nil
Salary point:	11
Work location:	Newcastle Libraries
Date revised:	May 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Libraries and Learning?

The purpose of the Libraries and Learning Service Unit is to strengthen the Newcastle community and support the informal learning needs, information and recreation needs of the community. Our vision is to deliver on the Library Strategy and the Community Strategic Plan to provide a world class library and learning service for a smart, liveable and sustainable city. All team members in the Libraries and Learning Unit have a direct interface with the community via our 10 branch service points across the City including a dedicated Local History and research team and dedicated digital services. In addition, the Early Childhood Education centre in Beresfield support high quality - long day care and preschool functions. The Libraries champion community access in providing access to collections and technology and services that digital services focussed on improving the user experience and achieving equitable digital inclusion. We offer quality programs, cultural experiences and lifelong learning activities designed to enhance community wellbeing, knowledge and skills.

What's the focus of this position?

The primary role is increasing the accessibility of the Local History and Heritage Collections. The role also provides program support to showcase and promote the unique library collections. The role works across the Library service to deliver the Heritage Collection Plan and Digitisation Action Plan, fulfilling the objectives of the City of Newcastle and Library Service.

What you'll be doing:

- Actively contribute to the forward planning processes and the strategic leadership of the library service particularly in relation to Local History, genealogy and heritage collections.
- Positively contribute to an innovative and collaborative team ethic, focussed on exceptional customer experiences, and enhancing the professional image of the Library across CN and the community.
- Communicate in a courteous, efficient and friendly manner and resolve conflict relating to CN requirements and customer expectations, through the provision of accurate information on Library policies and procedures.
- Record accurate statistics, correspondence and financial records, undertaking analysis and reporting on operations and budgets relevant to program area within guidelines and established time frames.
- Prioritise and deliver heritage collection development and cataloguing across all formats and media and develop a team approach to deliver service improvement and innovation to increase accessibility of collections.
- Develop and implement effective project plans, programs and exhibitions to present Newcastle Stories to a wider audience and diversify the local history services to new audiences.
- Collaborate with the Digital Services Team and Collection Management Team to deliver digitization of collections to increase accessibility; managing accessioning for digitisation, provision of metadata, and contribution to setting digitisation priorities.
- Collaborate with the Community Programs Team to develop and deliver community programs and school curriculum packages to raise awareness of the value and diversity of the Local History collections ensuring they are innovative, of high quality and cost effective.
- Effectively deliver a range of high-quality frontline customer duties including safe handling of cash, facilitating venue hire, customer access to digital resources and self service facilities, and quality reading room services, working rostered shifts including evenings and weekend work over a six-day roster at any Library branch.
- Supervise and direct the regular service delivery teams comprising of permanent, part-time, casual, volunteers, work experience and externally contracted staff.
- Develop a strong community focussed approach relevant to local history networks within local communities.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Tertiary qualifications in Library Sciences, History, Education or extensive equivalent experience.
- Extensive delivery and evaluation of customer experiences in heritage or research services.
- Experience in heritage digitisation and technology troubleshooting skills.
- Experience in archival work, cataloguing and metadata protocols.
- Demonstrated excellent negotiation, interpersonal, time management and project management skills and the ability to determine priorities and manage competing demands.
- Demonstrated high level verbal and written communication skills with experience in the presentation of oral and written material to a diverse range of audiences and stakeholders.
- Demonstrated capacity to innovate and adapt current services and systems for future needs.
- Willingness to participate in a rotating delivery roster including evening and weekends.
- Current Working with Children Check.



Other valuable skills you may have:

- Demonstrated understanding and appreciation for other cultures and languages.
- Expertise in conservation and preservation of heritage collections.
- Experience in leadership and developing a cohesive multi-disciplinary team.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	