

# POSITION DESCRIPTION

## TEAM LEADER LIBRARY COLLECTIONS

<b>POSITION NUMBER</b>	<b>LIB051</b>
<b>DIRECTORATE</b>	<b>Community and Culture</b>
<b>SECTION</b>	<b>Library Services</b>
<b>REPORTS TO</b>	<b>Coordinator Library Resources</b>
<b>DIRECT REPORTS</b>	<b>5</b>
<b>GRADE</b>	<b>12</b>
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2020
<b>DATE PREPARED</b>	December 2016
<b>DATE LAST UPDATED</b>	May 2021

### 1. PURPOSE OF THE POSITION

To lead the provision and evaluation of the Library's collections and deliver a high quality customer focused Readers' Advisory service to attain effective and efficient operation that meets the strategic objectives of the organisation.

### 2. KEY ACCOUNTABILITIES

- 2.1 Establish and maintain efficient and effective applications and procedures that support and monitor collection management activities and evaluation of the Library's collections
- 2.2 Provide timely and professional Reference, Information and Readers Advisory service to library customers
- 2.3 Develop and maintain collection profiles, outsourcing processes, discretionary selection and ordering, cataloguing standards, processing and withdrawal of library materials
- 2.4 Provide team leadership, training and supervision.
- 2.5 Provide budget information as required and monitor the Library's collections budget

### 3. KEY MANAGERIAL ACCOUNTABILITIES

#### Leadership

- 3.1 'Lead by example'.
- 3.2 Input to and implement Council/Line Manager decisions at a strategic and operational level.
- 3.3 Create, embrace and lead change. Manage resistance to change.
- 3.4 Treat others with respect and compassion.

### **People Management**

- 3.5 Lead, inspire, motivate, coach and mentor for optimal individual and team performance to achieve the overall strategic direction.
- 3.6 Objectively evaluate staff, provide feedback and communicate expectations.
- 3.7 Plan for the future, set team goals, identify priorities and follow through.
- 3.8 Deal with non-performance and inappropriate behaviour in a timely manner.

### **Communication**

- 3.9 Communicate to all in a clear and concise manner both written and verbal.
- 3.10 Promote cross organisational communication and collaboration.
- 3.11 Foster good working relationships with external and internal stakeholders.
- 3.12 Communicate with staff on a regular basis and gain their input where appropriate.

### **WHS / Risk Management**

- 3.13 Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- 3.14 Provide a safe and healthy work environment, in accordance with the NSW legislation, regulations and related Codes of Practice and Australian Standards.
- 3.15 In consultation with employees, develop and continually monitor the work area's Risk Control Plan and all associated Safe Work Method Statements and risk assessments.
- 3.16 Monitor and evaluate the performance of Team Leaders / Supervisors against their risk management responsibilities.
- 3.17 Promote Risk Management as a vital business principle and actively employ those principles in decision making processes.

### **Governance**

- 3.18 Manage operations and resources for cost effective achievement of team goals.
- 3.19 Prepare, manage and take accountability for financial budgets within the program.
- 3.20 Identify and implement customer service initiatives.
- 3.21 Effectively manage systems to optimise the use of resources.
- 3.22 Ensure knowledge of industry trends and innovations for best practice delivery of service.
- 3.23 Have awareness and understanding of the socio-cultural, historical, political and economic context within which the Council operates.
- 3.24 Understand and comply with Local Government Act 1993 and other relevant legislation.
- 3.25 Support the strategic and corporate priorities of the General Manager and Executive.
- 3.26 Maintain all relevant policies, procedures, practices and staff communications with relevant Federal and State Legislation and implement as necessary to ensure Council's compliance.
- 3.27 Other duties as required.

## **4. WORKPLACE HEALTH AND SAFETY**

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.



## 5. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

## 6. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

## 7. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

## 8. CUSTOMERS

- 8.1 Provide effective service to Council customers and the community
- 8.2 Provide effective service to internal customers
- 8.3 Present a positive image of Council

## 9. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

## 10. SELECTION CRITERIA

### **Qualifications, Certificates & Licences**

- 10.1 Tertiary qualifications in Library and Information Science allowing professional membership of the Australian Library and Information Association or a demonstrated commitment to obtain this
- 10.2 Driving Licence Class C (Car)

### **Essential**

- 10.3 Demonstrated experience in the evaluation of collection usage, Library Management System statistics packages and the monitoring of service providers
- 10.4 Demonstrated ability to lead, motivate, train and supervise people in a rapidly changing environment
- 10.5 Strong commitment and proven ability to deliver a high quality and innovative customer focused library service
- 10.6 Excellent interpersonal, oral and written communications skills

### **Desirable**

- 10.7 Experience in planning and delivering training in Reader Advisory services to library customers and staff.
- 10.8 Experience in using the Spydus Library Management System.

