



Position Description
**Manager Arts Culture & Library
Services**

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Chief Executive
Section:	Arts Culture & Library Services
Position Identifier:	MACLS/V1
Classification:	Grade 20
Industrial Instrument:	Local Government (State) Award
Location:	Library, School of Arts Building, Rouse Street, Tenterfield
Date position description approved	November 2021

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

Manage human, structural, arts, culture, library services and resources to ensure the effective delivery of arts, culture, library and information services and programs to the Tenterfield and District Communities.

Key accountabilities

Within the area of responsibility, this role is required to:

Provide overall management of the functional areas of arts, culture and library services, including budget oversight, facility and event management, workforce planning and strategic direction together with a contribution the overall organisation through the Managers Group.

Provide active management and "hands on" leadership, together with mentoring of staff who are responsible for the operational performance of each area.

Provide, research and deliver innovative technologies to the Council's Libraries and Arts and Cultural services, to enhance customer access to information, technology, services, and supporting learning and development initiatives for the Tenterfield community.

Leadership & Supervision

- Provide strong leadership to staff in the functional areas of Arts, Culture and Libraries to achieve the strategic outcomes for each area.
- Lead continuous improvement of the functional areas through the formulation and implementation of new, and the revision of existing policies, protocols, procedures, systems, programs and services.
- Develop a culture of excellent and proactive customer service.
- Demonstrate effective supervisory skills and the ability to provide support to other staff through proactive management principles that build staff capability.
- Provide or source technical advice and support where needed.
- Demonstrate effective mentoring and staff development skills to ensure succession planning is considered and staff are able to achieve their potential.
- Provide relevant information and reports to the Chief Executive, and through the Integrated Planning and Reporting process to Council, and, where required, to other relevant Councils on strategic matters.
- Undertake operational planning, budgeting, reporting, policy and procedure development and specialist reports as required to support each functional area, and to contribute to Council's budget and workforce planning processes.

Finance and Statistics

- Take responsibility for the development and monitoring of budgets across the functional areas, including operational and grant or project funding.
- Ensure completion of statistical analysis relevant to each functional area and as required by external agencies and Council.
- Create reports as required to Council, other member Councils and the State Library of New South Wales.
- Coordinate and confirm the reporting requirements of the Integrated Planning and Reporting framework.

Technology

- Ensure that the role of electronic systems is effective and efficient to meet the evolving needs of the functional areas by:
 - Managing the strategic planning for and efficient operation of the relevant electronic systems in conjunction with Council's Information Services section.
 - Provide, research and deliver innovative technologies to the Council's Libraries and Arts and Cultural services, to enhance customer access to information, technology, services, and supporting learning and development initiatives for the Tenterfield community.
 - Ensuring that the websites are maintained and developed to meet the evolving needs of the functional areas and the community, and continuously improve the community's access to online services while monitoring the "best value" approach to online services to ensure that the best provider for need is identified and commissioned.
 - Liaising, in conjunction with Information Services, with technology vendors to deliver, maintain and develop efficient and effective online services that support the strategic direction of the functional areas.

Community Engagement

- Plan, develop and monitor the implementation of marketing strategies and activities designed to promote Arts, Culture and the Tenterfield Libraries, and highlight the services provided.
- Develop and monitor the implementation of stakeholder engagement programs and educational programs as required.
- Ensure that strategic planning takes place to deliver culturally appropriate educational, community engagement and promotion activities to build the profile of the Tenterfield School of Arts Complex, with the Indigenous Communities of the region as well as other community members.
- Develop and monitor the implementation of stakeholder engagement programs and educational programs as required across all functional areas.

Key challenges

Maintaining currency of collections and resources for all functioning areas, meeting diverse community needs, dealing with difficult clients and meeting remote area needs. Facilitating the engagement and input of external stakeholders and managing community expectations.

Key internal relationships

Who	Why
Chief Executive, Finance and HR, Workforce Development & Safety, Arts & Culture Officer, Community Development Advisor, Manager Economic Development & Special Projects, Projects Officer (Economic Development) all library, arts & culture staff.	Meet departmental needs and resourcing. Locational considerations. Service provision.

Key external relationships

Who	Why
Library members/customers, community groups, facility users, Library networks and State /Regional libraries, Committee members, Arts & Culture Stakeholders.	Service provision

Key dimensions

Decision making

In accordance with Delegations/Delegation Register. Problem solving and resolution of community needs.

Reports to

Chief Executive

Direct reports

Library Officers and Assistants, Arts & Cultural Officer, volunteers.






Indirect reports

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Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Advanced
	Technology and Information	Advanced
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Adept

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Degree level in Arts, Library/Information Science or relevant field.
2. Extensive experience at management of relevant services which include libraries, arts and cultural centres or community services.
3. Enthusiasm for innovation and a willingness to recognise industry trends for best practice of service, including new technologies and arts and culture programs.
4. Experience in working with indigenous communities and rural stakeholders.

5. Demonstrated team leadership and team building skills. Strong staff development skills, including motivating, mentoring, performance management and coaching staff.
6. Demonstrated ability to facilitate change and influence senior decision makers to implement change strategies.
7. Highly developed written and verbal communication skills, with the ability to present to and facilitate groups and negotiate with external organisations and the community.
8. Proven ability to negotiate and facilitate cooperation and partnerships. Communication and interpersonal skills with the ability to establish and maintain effective working relationships, interact with members of the community and engage with suppliers.
9. Understanding of current and evolving technologies found in modern civic services and capacity to expand on those services.
10. Proven ability to manage competing priorities within deadlines and changes in work priorities.
11. Class C Drivers Licence
12. Criminal History Check and NSW Working with Children Check Clearance prior to commencement.
13. Advanced computer literacy skills with demonstrated ability to complete formal reports and complex documents, including administrative documentation, grant applications and statistical data.
14. A sound understanding of EEO principles and Health and Safety compliance at the workplace level.
15. COVID Vaccination Status, or approved medical contraindication certificate.

Desirable:

1. Additional qualifications in Business, Administration, Event Management or similar related fields.
2. Demonstrated experience in using electronic Library Management Systems.
3. Previous experience in researching and preparing grants/funding applications.

General Information

Hours of work:

Full time 70 hour fortnight, with work hours generally 8:30am to 5:00pm Monday to Friday with a 43 minute lunch break. Corporate staff adhere to a nine day fortnight policy.

Some variation in work hours will be required, depending on work status including overtime requirements and variation to RDO's.

Leave entitlements:

These entitlements are in accordance with The NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Criminal Record & Working with Children Check:

The successful applicant will be required to undergo a Criminal Check prior to appointment to the position.

COVID Vaccination Status

The successful applicant will be required to provide a copy of their COVID Vaccination Certificate, or approved medical contraindication Certificate pre-employment.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols, Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Administrative staff may participate in Council's Corporate Uniform Program (please discuss with the Manager HR, Workforce Development & Safety at the time of appointment).

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

Managers must be physically able to carry out their tasks in an ergonomically safe and healthy manner and be sufficiently able to carry out any rescue procedure that might reasonably be required.

Job Description:

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.