

POSITION DESCRIPTION

TEAM LEADER LIBRARY INFORMATION SERVICES	
POSITION NUMBER	5004
DIRECTORATE	Community and Culture
SECTION	Library Services
REPORTS TO	Coordinator Library Operations
DIRECT REPORTS	4
GRADE	12
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2014
DATE PREPARED	7 December 2016
DATE LAST UPDATED	11 January 2018

1. PURPOSE OF THE POSITION

- 1.1 To provide a high quality, effective and efficient Information, Reference, Inter-Library Loans and Local Studies services to meet the recreational, cultural, informational and educational needs of the community. To ensure resources are current, accessible and available to library customers when required.

2. KEY ACCOUNTABILITIES

- 2.1 Plan, develop and deliver an efficient and relevant information, reference, Inter-Library loans and Local Studies service to internal and external customers
- 2.2 Contribute to the development and maintenance of relevant information resources including access to print based and on-line information resources
- 2.3 Design, develop and deliver an annual program of events to teach and promote all forms of information literacy including effectively searching the Library catalogue, Internet and other electronic resources to internal and external customers.
- 2.4 Research and report on best practice and emerging technologies that relates to the provision of information, reference, Inter-Library loans and Local Studies services.
- 2.5 Contribute to the development and implementation of an innovative, friendly, efficient and effective Information and Reference Service.

3. KEY SUPERVISORY ACCOUNTABILITIES

Leadership

- 3.1 'Lead by example'.
- 3.2 Implement Council/Line Manager decisions at an operational level.

- 3.3 Create, embrace and lead 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 Set team goals, identify priorities and follow through.
- 3.8 Assist in dealing 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 and how they apply to the section.
- 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, assist in the continual monitoring of 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 staff 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 Coordinate operations and resources for cost effective achievement of team goals.
- 3.19 Implement customer service initiatives.
- 3.20 Effectively manage systems to optimise the use of resources.
- 3.21 Ensure knowledge of industry trends and innovations for best practice delivery of service.
- 3.22 Have awareness and understanding of the socio-cultural, historical, political and economic context within which the Council operates.
- 3.23 Understand and comply with Local Government Act 1993 and other relevant legislation.
- 3.24 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. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

11. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 11.1 Tertiary qualification in Library and Information Sciences allowing professional membership of the Australian Library & Information Association
- 11.2 Current Working with Children Check
- 11.3 Driving Licence Class C (Car)

Essential

- 11.4 Demonstrated knowledge of and experience in using an Integrated Library Management System, the Internet and electronic databases to access information.
- 11.5 Experience in the preparation and delivery of Information Literacy programs, aimed to educate users in research and information finding skills.
- 11.6 Demonstrated ability to lead, motivate, train and supervise people in a rapidly changing environment
- 11.7 Excellent interpersonal, oral and written communications skills
- 11.8 Demonstrated analytical, time management, organisational, project management and creative problem solving skills
- 11.9 Ability to understand the customers' priorities to enable anticipation of their needs and demonstrate initiative in adapting team plans and goals to meet them
- 11.10 Strong commitment and proven ability to deliver a high quality customer focused library service
- 11.11 Ability to monitor budgetary spending within work area, against pre-determined targets. Weigh up

options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Desirable

11.12 Experience working with a multicultural client base.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____