

POSITION DESCRIPTION

MANAGER LIBRARY SERVICES

POSITION NUMBER	5210
DIRECTORATE	Community and Culture
SECTION	Library Services
REPORTS TO	Director Community and Culture
DIRECT REPORTS	<ul style="list-style-type: none"> • Coordinator Library Customer Experience • Coordinator Library Programs • Coordinator Library Resources • Coordinator Library Services • Librarian Business Innovation • Personal Assistant to Manager Library Services
GRADE	4/1
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	24 August 2019
DATE LAST UPDATED	13 March 2020

1. PURPOSE OF THE POSITION

The Manager Library Services is responsible for the provision of library spaces, collections and services that centre on the delivery of information, culture and history. The position provides leadership and strategic direction for library services with a focus on the principles of sustainability, accessibility and staff development.

2. KEY ACCOUNTABILITIES

- 2.1 Drive the delivery of strategic objectives and the Georges River Library Strategy: *Libraries 2030*.
- 2.2 Develop and monitor the Library Services budget and diversify income sources through grant and sponsorship opportunities to ensure long-term financial sustainability.
- 2.3 Ensure excellence in the customer experience through the provision of innovative collections, new technologies and resourceful programming.
- 2.4 Establish and support partnerships with the community and relevant industries to enhance service delivery.
- 2.5 Maximise opportunities to boost Georges River's positive reputation in accordance with the Georges River Council Reputation Strategy.
- 2.6 Build and mentor a Library Services team that is results-focused and fosters empowerment and creativity.
- 2.7 Work collaboratively across Council and within the Community and Culture directorate and align the library services work plan with the Community and Culture Business Plan to deliver community-centred services.

- 2.8 Proactively evaluate performance, support continuous improvement and maximise opportunities to promote successes.

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. 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 qualifications in Information Management, Business Management or equivalent.
- 11.2 Class C Drivers Licence.
- 11.3 Working with Children Check.

Essential

- 11.4 Demonstrated experience preparing and implementing strategic plans, business plans and resourcing strategies.
- 11.5 High-level interpersonal, negotiation, presentation and customer engagement skills with proven experience in engaging with a wide range of stakeholders to achieve positive outcomes.
- 11.6 Demonstrated experience in effectively managing politically sensitive matters.
- 11.7 Proven experience in managing a multidisciplinary team that includes staff management, mentoring and development.
- 11.8 High-level customer service focus including significant achievement in the provision of quality customer services.
- 11.9 Demonstrated experience in writing complex reports, policies, grant applications and tender documents.
- 11.10 Proven success in championing and managing significant change initiatives.
- 11.11 Sound knowledge of the Library Act and associated Regulations.
- 11.12 Current police check less than 3 months old.

Desirable

- 11.13 Understanding of the Local Government Environment.

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: _____

Staff Use Only

PP1 - Comprehensive pre-employment medical assessment excluding audio and lung function test