



Position Description

Team Leader Library Programs

About Council

Georges River Council is a leading, people-focused organisation with approximately 600 staff members. Our people are working to make the Georges River area an accessible, green, diverse and innovative community and economy. We are dedicated to providing vibrant public places, sustaining and developing a thriving creative culture, helping protect our natural environment, and making our suburbs more liveable.

Our organisation is made up of a committed, talented, and diverse workforce. Our vision, mission and values underpin all that we do to successfully achieve our Community Strategic Plan (CSP) and implement our Delivery and Operational Plans.

Mission, Vision and Values

Mission: A leading people-focused organisation delivering outstanding results for our community and city.

Vision: Naturally connected to place, community and Country.

Values:



United

We will work collaboratively as one team with common purpose and respect.



Professional

We will act with integrity and seek opportunities to learn and grow.



Honest

We will be open and truthful with each other and our community.



Accountable

We will own our decisions and actions as we strive for excellence.

To find out more please visit georgesriver.nsw.gov.au/Council/Careers

Child Protection

At Georges River Council we are committed to putting children first and championing child safety within our community. We actively advocate for the rights of children and young people and will uphold our commitment as a child safe organisation.

EEO

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.

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.

Conditions of employment

Conditions of employment are in accordance with Council's Code of Conduct, as specified in the employment contract.

Otherwise, employment at Georges River Council is governed by Council policies, procedures and the Local Government (State) Award 2020.

About the directorate

Community and Culture

The Community and Culture directorate works in partnership with the community to ensure it is social and culturally connected. Our teams provide diverse and vibrant programs, service and facilities that bring together communities, deliver cultural and creative engagement opportunities and support the informational needs of our community.

- Community and Early Learning Services
- Cultural Engagement and Library Services
- City Life – Customer Experience Operations

About the position

Title

Team Leader Library Programs

Position number

400209

Directorate

Community & Culture

Business unit

Cultural Engagement & Library Services

Reports to

Coordinator Library Programs & Marketing

Direct reports

3

Classification/grade

12

Child protection tier

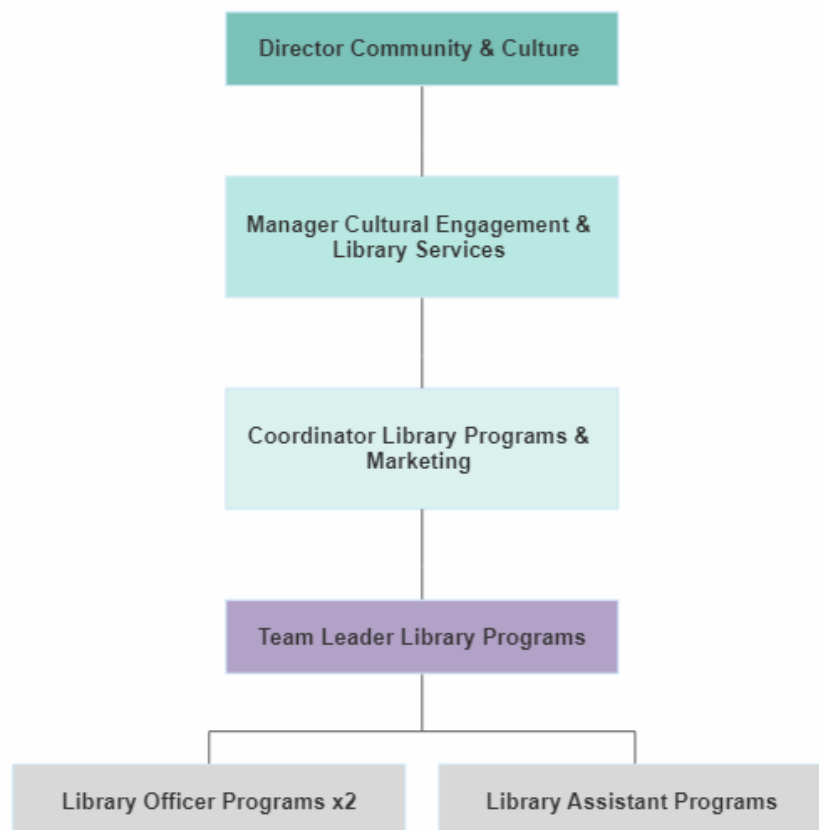
Tier 2 - See children on a weekly basis

Position purpose

Ensure the efficient and effective operation of Georges River libraries through the provision of quality library programs and services that meets the strategic objectives of the Library Service.

To promote the value of the library service and build relationships with key Library and Council stakeholders. The position includes the delivery of programs, loans desk tasks and roving duties at all Georges River Libraries as required.

Direct reports/Organisational structure



Key accountabilities

- To develop, coordinate and deliver a broad range of library programs and events that promote the services and resources of the Georges River Libraries.
- To promote, monitor, evaluate and report on Library programs, events and promotion campaigns.
- In cooperation with relevant staff, develop, coordinate and implement strategies that improve access to Library services, resources and programs, including active participation in the library's Outreach Program.
- To participate, as a member of the Library team, in the delivery of a customer focused service to the community.
- Collaborate with the key stakeholders to develop an annual program of public programs, campaigns and events that promote the services, resources and programs provided by the Library.
- Other reasonable duties as required by the Coordinator and/or Manager.

Performance criteria/expectations/measurements

Performance expectations for this position are as agreed and outlined in the position description and in Council's Performance Excellence Program.

What we're looking for

Knowledge, Skills and Qualifications

- Tertiary qualifications in the fields of Library & Information Science, Marketing & Promotions or other related field.
- Driving Licence Class C (Car)
- Work with Children check
- Demonstrated experience in the development, coordination, delivery, and evaluation of a broad range of library programs and events for adults.
- Demonstrated experience in developing and delivering successful promotional campaigns including needs analysis, planning, design and delivery and evaluation.
- Demonstrated knowledge of computer applications and social media platforms and their application and effectiveness in promotional campaigns.
- Demonstrated analytical, time management, organisational, project management and creative problem-solving skills.
- Demonstrated experience in providing a quality customer focused library service.
- Highly developed oral and written communication and interpersonal skills, including effective negotiation, consultation and consensus building.
- Demonstrated ability to coach and guide others in developing and implementing innovative approaches.
- Must be fully vaccinated (minimum 2 doses) with an approved COVID-19 vaccine and provide Council with evidence of vaccination, or an accepted certified medical contraindication. Council reserves the right to confirm the validity of contraindications in accordance with NSW Health guidelines, and to direct a Worker to undertake an independent medical examination in relation to the issuance of a medical contraindication certificate.

Other Desirable Attributes

- Experience working in the public library sector

Version 1 – March 2023