



POSITION DESCRIPTION

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| Position Title | Digital Librarian | |
| Directorate | Community | |
| Group | Libraries & Community Venues | |
| Responsible to | Library Collections Coordinator | |
| Position Supervises | Direct: 1-4 staff (on occasion) Indirect: Nil | |
| Position No. | IW0808 | |
| Status | Permanent Full-Time | |
| Hours | 35 hours per week with expectation of evening and weekend work. Minimum Customer Service hours – 10.5 hours per week and the delivery of education sessions to the external community and internal staff. | |
| Salary Point | 38 to 49 | Band/Level: 3/1 |
| Allowances | As applicable to the position | |
| Pre-employment checks Legislative requirements | <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Working With Children Check | |
| Date reviewed: April 2024 | | Reviewed by: People & Culture |

POSITION PURPOSE

Coordinate the planning, development, implementation, evaluation and promotion of eResources for Inner West Libraries. Support the Library Collections Coordinator and Branch Librarians to ensure a quality and relevant eResources collection of – but not limited to – eBooks, databases, video streaming and other online content and products.

Schedule and evaluate current or nominate, organise trials and assess eResources for Inner West Libraries. Ensure a responsive, efficient, sustainable and high quality eResource collection and training programs to the inner west local government area. Maintain strong relationships with suppliers and vendors.

Provide advice, monitor, evaluate and responsibility of supplier relationships for eResources to the Library Collections Coordinator. Liaise with the Library Technology and Innovation Coordinator regarding issues, access and implementation of eResources. Participate in cross-Library and Council teams in the areas of collection development, eResources, technology programs etc.

Liaise with programming, marketing, operations and training teams to ensure eResources are promoted to the community and staff. Actively organise and deliver programs and information sessions promoting and teaching about eResource usage.

Participate in the delivery of frontline services via the weekly roster, including night and weekend work.

This position will initially and be primarily based at Leichhardt Library. . Participation to visit minimum of one library per month to host discussions with Branch Librarians and library staff. Note that the position holder may be relocated to other library branches with sufficient notice from time to time

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Degree or higher of Library & Information Services recognised by the Australian Library and Information Association (ALIA) or equivalent tertiary qualifications with experience to meet essential experience and/or skills criteria.
2. Demonstrated experience with eResources – use of, assessment, negotiating and communicating with suppliers.
3. Demonstrated high level skills in communication both oral and written including report writing, grant writing and public speaking.
4. Excellent collaboration, negotiation and innovative problem solving skills, and experience in change management.
5. Proven ability to work independently and within a team.
6. Demonstrated skills and commitment to the delivery of high quality customer service and programs to external communities and internal staff.
7. Demonstrated skills and experience in budget management and project management.
8. Demonstrated experience in community needs analysis as relevant to the development of Libraries.
9. Demonstrated knowledge of collection development and management.

10. Manage access of digital records in the Library Management System
11. Actively participate in consortia opportunities
12. Demonstrated proficiency in computer skills, including use in the Microsoft suite, and in solving technical IT problems and equipment set-up, including tablets, smart phones, and Apps, as well as browser functionalities and website updating.

Desirable Criteria:

1. Driver's License
2. Basic experience in cataloguing

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Library Management

- Provide timely and appropriate advice to, and advise the management of the eResource collection and budget, including analysis of performance, recording and reporting of statistics, cost and addressing identified demand.
- Advise the Library Collections Team in relevant collection development and monitor trends in eResources.
- Assist Inner West Libraries and Library Collections Coordinator identifying, writing and submitting grant applications.
- Develop, schedule and assess the current eResources for Inner West Libraries. Nominate, organise trials of and assess new products and content as they become available.
- Check access of eResources on the website and catalogue is functional, and report on issues.
- Develop and deliver programs for staff and the community that encourage the use of eResources.
- Maintain and update database information in Electronic Resource Management.
- Maintain strong relationships with suppliers and vendors.
- Participate, where relevant, on cross-Library and Council teams in the areas of collection development, children's and youth services, programming planning et al.
- Maintain an awareness of developments and future trends for eResources and technology.
- Participate in the delivery of frontline services via the weekly roster – including night and weekends - and undertake other duties as required
- Commitment to Inner West Council Values and adherence to Council and Libraries policies and procedures
- Work safely and report potential WH&S issues to management
- Demonstrate an understanding of and commitment to EEO policies and procedures
- Undertake projects as directed

Financial Management

- Record and review the budget to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance
- Investigate alternative income and revenue generation where available and possible, including grant and sponsorship management
- Manage the eResource budget under the supervision of the Library Collections Coordinator
- Annual review of eResource subscriptions and expenditure against established criteria

Staff Supervision

- Supervise and train library staff in regards to the Inner West Council: Library & History suite of eResources
- Lead and manage aspects of the day to day e-Collections operations across the Inner West Libraries
- Manage in consultation with the Training & Development Coordinator, training programs for staff and volunteers in the provision of eResources

- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas
- Supervise the duties and activities of any staff or volunteers assigned to the Collections team

Leadership

- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments
- Participate in the development and implementation, review and maintenance of systems and procedures
- Ensure that the Library Collections Coordinator is informed of any issue which may affect staff, the community and/or service delivery
- Represent Inner West Council at key library and Council events and network meetings
- Actively represent Inner West Libraries at community events, programs and meetings
- Participation to visit minimum of one library per month to host discussions with Branch Librarians and library staff.

Physical requirements of the role

Substantial manual handling is an inherent physical requirement of working in this role. The position requires:

- Significant periods of standing
- Sustained hours of movement including lifting, bending, squatting, pushing, carrying, stretching
- Use of computers and office, and the movement of furniture for programs and events

KEY RELATIONSHIPS:

Internal: Library and History Services Staff, Council Staff.

External: Members of the community, Other Public Libraries, State Library. Suppliers and/ or vendors

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT

SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

| Responsibilities | Performance Measures |
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| <ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. | <ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures |
| <ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. | <ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process |
| <ul style="list-style-type: none"> Commitment to WH&S | <ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc |
| <ul style="list-style-type: none"> Undertaking accident/incident investigations | <ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms |
| <ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. | <ul style="list-style-type: none"> Regular meetings with WH&S rep |
| <ul style="list-style-type: none"> Improving health and safety performance | <ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff |
| <ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards | <ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections |
| <ul style="list-style-type: none"> Attending health and safety meetings | <ul style="list-style-type: none"> Evidence of signed/ documented minutes |
| <ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required | <ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees |
| <ul style="list-style-type: none"> Facilitating rehabilitation for injured employees | <ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register |
| <ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards | <ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff |
| <ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures | <ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation |
| <ul style="list-style-type: none"> Developing health and safety procedures | <ul style="list-style-type: none"> Development of specific procedures where required |

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| <ul style="list-style-type: none">• Knowledge of WHS and related legislation | <ul style="list-style-type: none">• Attendance at training sessions |
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Applicant Declaration

I, have read and understood the position description for the **Digital Librarian** as detailed in this document.

Signature:

Date: / /