

Our organisation values Courage, Accountability, Safety, Team Work, and Honesty in all we do

Position Title:	Manager, Community, Culture and Library	Department:	Planning and Community Development
Reports to:	Director Planning and Community Development		
Subordinate Positions:	Collection Services Librarian, Moree Community Library Co-ordinator, Dhiyaan Centre Team Leader, and Community Development Team Leader.	Additional Benefits:	9.5% Superannuation Ability to salary sacrifice Uniform Allowance RDO Leaseback Vehicle
Basis of Employment:	Permanent Full-Time 35 hours per week	Location:	More Community Library, Balo Street MOREE
Classification:	Band 3, Level 3, Grade 18 Step 1 \$1,796.45 –Step 3 \$1,931.40	Vacancy Ref:	
Employment Condition:	Local Government (State) Award		

POSITION OBJECTIVE

This position contributes to the organisation's goals by providing leadership, strategic direction, budget oversight, planning and mentoring to the functional areas of:

1. Community Development
2. The Dhiyaan Centre (Aboriginal Culture and History Centre)
3. Big Sky Libraries (Regional Library Co-operative) and
4. Moree Plains Community Libraries

ACCOUNTABILITIES

1. To the Organisation for overall management of the functional sections, including budget oversight, workforce planning, and strategic direction together with a contribution to the management of the overall organisation through the Managers Group;
2. To the functional areas for active management and "hands on" leadership together with mentoring of the team leaders who are responsible for the operational performance of each section.
3. To the library cooperative members by providing strategic leadership of Big Sky Libraries together with ensuring all members receive appropriate support.

OBLIGATIONS TO THE ORGANISATION

You are required to cooperate with Council in order to comply with legislative requirements under the *Work Health and Safety (WHS) Act*, *Work Health and Safety Regulations* and model Codes of Practice, *NSW Anti-Discrimination Act 1977*, and the Moree Plains Shire Council Code of Conduct and the *Local Government Act 1993*.

DUTIES

Leadership & supervision

- Provide strong leadership to the team leaders of each functional area 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, 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 Director, Planning and Community Development, and through the Integrated Planning and Reporting process to MANEX and Council, and, where required, to other relevant Councils on strategic matters concerning Big Sky Libraries.
- Undertake operational planning, budgeting, reporting, policy 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.
- Create reports as required to Moree Plains Shire 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 and ensure that this framework is fit for purpose.

Technology

- Ensure that the role of electronic systems is effective and efficient to meet the evolving needs of the functional areas by working with the team leaders to:
 - manage the strategic planning for and efficient operation of the relevant electronic systems in conjunction with Council's Information Services section.
 - Ensure that the websites are maintained and developed to meet the evolving needs of the functional areas and 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.
 - Liaise, 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

- In conjunction with the communications section of Moree Plains Shire Council, and library network staff, plan, develop and monitor the implementation of marketing strategies and activities designed to promote Big Sky Libraries and the Moree Community Library network and highlight the services provided.
- In conjunction with the Planning and Building teams and the communications section, develop and monitor the implementation of stakeholder engagement programs and educational programs as required.
- In conjunction with the Dhiyaan Centre, ensure that strategic planning takes place to deliver culturally appropriate educational, community engagement and promotion activities occur to build the profile of the Centre with the Aboriginal Communities of the region as well as other community members.
- In conjunction with the Community Development teams and the communications section, develop and monitor the implementation of stakeholder engagement programs and educational programs as required.

Other duties shall include but not be limited to:

- Cooperate with Council to assist the organisation comply with the obligations under the *Workplace Health & Safety Act* and the *Workplace Injury Management and Workers Compensation Act 1998*,
- Comply with Council's Code of Conduct, WHS and EEO policies and procedures,
- Attend training sessions as required,
- Any other duties as directed commensurate with skills and experience.

SELECTION CRITERIA

Essential

- Tertiary level qualifications at degree level in Social Sciences, Library or Community Services.
- Extensive experience at management of relevant services which may include Libraries, cultural centres or community services.
- Enthusiasm for innovation and a willingness to recognise industry trends for best practice of service including new technologies and cultural programs.
- Experience in working with Aboriginal communities and Rural stakeholders.
- Demonstrated team leadership and team building skills. Strong staff development skills, including motivating, mentoring, performance management and coaching staff.
- Demonstrated ability to coach and guide others in developing and implementing innovative approaches. Demonstrated ability to facilitate change and influence senior decision-makers to implement change strategies.
- Highly developed written and verbal communication skills, with the ability to present to and facilitate groups and negotiate with external organisations and the community.
- 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.
- Understanding of current and evolving technologies found in modern civic services and capacity to expand on those services.
- Proven ability to manage competing priorities within deadlines and changes in work priorities.
- Class C Drivers Licence and be willing to travel to other branches with the Big Sky Libraries Network.
- Ability to achieve NSW Working with Children Check Clearance prior to commencement.

Common Criteria

- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required and supply a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>)

Desirable

- Additional qualifications in Business, Administration or similar related field.
- Experience working in a cooperative library environment.
- Knowledge of and experience in using electronic Library Management Systems.

PLEASE NOTE:

- *As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.*
- *Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.*
- *All employees of Council are required to have a current Unique Student Identifier (USI) code.*

AUTHORISATION

Developed by:

Angus Witherby

Date: May 2021

Director of Planning and Community Development

Authorised by:

Lester Rodgers

Date: May 2021

General Manager