

Position description

Manager Libraries and Community Services

Division:	Liveable Communities
Department:	Libraries and Community Services
Reports to:	Executive Manager Inclusive Communities
Number of direct reports:	Direct: 8 Indirect: 55
Location:	Yalawanyi Gunyah Taree and other locations across the LGA
Grade:	15
Employment status:	Permanent Full-Time
Date approved:	October 2020

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position is primarily responsible for developing, implementing and providing strategic direction for the Libraries and Community Services team as well as overseeing the development and delivery of comprehensive resilience and preparedness strategies for MidCoast Council.

Reporting to the Director Liveable Communities, the Manager Libraries and Community Services will lead the MidCoast Council libraries network, associated services and the Community Services Department. The Manager is responsible for providing leadership, direction and management to the libraries and Community Services team to ensure the achievement of outcomes in line with organisational strategies, objectives, vision and values.

The Libraries and Community Services team delivers/is responsible for:

- Library Services
- Community Development
- Community Resilience and Preparedness
- Grant Applications to support organisational outcomes

The role is dynamic. People and positions develop over time and this position description is intended to facilitate this as a living document, where your active involvement is a critical element.

In this role you will be required to lead and develop your team. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected.

Key Accountabilities & Duties

Strategic Responsibilities

- To lead the development and implementation of strategy and policy for Libraries and Community Services consistent with Council's objectives;
- To provide strategic leadership which results in the best outcomes for the community in relation to Libraries and Community Services;
- Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives
- Apply your understanding of political, social and legal influences in conjunction with positive organisational culture to all initiatives and actions
- Role model collaborative behaviours and support leadership across Council divisions which support the development of a positive organisational culture capable of successfully delivering our outcomes.
- Provide best practice and timely advice to Executive Managers and Directors
- Provide leadership to the MidCoast Council Library Service and Community Strengthening team by providing and sharing a clear vision and assisting others to understand that vision and their place in the organisation.

Specific Responsibilities

- Develop and implement the strategic direction for the Libraries and Community Services team
- Ensure that all Libraries and Community Services strategies align with MidCoast Council's Strategic vision
- Prepare and review Business Continuity Plans for critical service delivery areas;
- Develop an annual Business Plan for Libraries and Community Services;
- Ensure the vision, strategic direction & culture of the Council is communicated internally and externally by ensuring key messages are supported in the delivery of Council business.
- Lead and maintain a strong culture in the Libraries and Community Services team that is responsive, helpful, open, honest and transparent;

- Provide strong team leadership, coaching and mentoring to staff to motivate a high performing work team that fosters a shared and understood vision and delivers outcomes across the engagement, communication and education team;
- Manage and evaluate work projects/programs to be delivered on time and within budget, showing appropriate levels of adaptation and flexibility as required;
- Provide high level advice and reporting to Council, the General Manager and the Management Executive Team to facilitate informed decision-making and the achievement of Council's strategic objectives;
- Promote and support leadership throughout the organisation.
- Develop and continuously improve strategies, policies, systems and processes to ensure their effectiveness and sustainability with a focus on the development and growth of your people.
- Contribute to the development of the Corporate Planning programs and documents.
- Provide input into the determination of resources for the MidCoast Council Library Service and Community Services team.
- Ensure efficient and effective management of the MidCoast Council Library Service and the Community Services team, focusing on the development and growth of your people.
- Ensuring service delivery to the community is of a high standard and supports achievement of corporate objectives.
- Act as Council's representative on relevant Council Committees, Government and community bodies.
- Participate in corporate projects as directed by the relevant Executive Group Manager, Director or General Manager.
- Initiate, support and champion change and assist the Department to accept and engage with organisational change.
- Contribute to the delivery of organisational outcomes and ensure delivery of the Library and Community Services Operational Plan.
- Ensure the Department provides a high level of customer service to the community, internal stakeholders and other customers.
- Ensure compliance with relevant legislation and statutory requirements.
- Oversight of Child Protection Officer activities, including maintaining currency of Council's Child Protection Policy & Procedures and implementation of Child-Safe Organisation standards, in accordance with The Children's Guardian Act, 2019 and the Child Protection (Working with Children) Act 2012 (and associated Regulations).
- Support and contribute to a culture of continuous improvement.
- Role model and encourage behaviours that align with Council's Organisational Values.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.

- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria






1. Tertiary qualifications in Library and Information Services, Community Services or relevant discipline.
2. Demonstrated commitment to delivering high quality customer service outcomes and the ability to communicate with customers and stakeholders in a clear and concise manner.
3. Demonstrated knowledge of the legislative requirements within the scope of the role.
4. Demonstrated knowledge and understanding of community development principles and activities.
5. Extensive professional experience in a similar Local Government role in Library and Information Services, Community Services or a related field.
6. Demonstrated well developed interpersonal and communication skills, a high level of emotional intelligence and the ability to apply leadership principles to positively influence people and organisational culture whilst building relationships across the organisation and with key stakeholders.
7. High level analytical and conceptual skills with the ability to positively influence outcomes.
8. Demonstrated ability to prioritise workloads in order to produce high quality and accurate output to meet organisational deadlines and meet business planning, program and statutory requirements.
9. Demonstrated ability to develop and review policy and procedures using analytical, creative and professional skills.
10. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
11. Current Class C Drivers Licence and Working with Children Check.

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Highly Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Advanced

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☒ No ☐

Is a criminal record check required for this position?

Yes ☐ No ☒