

Position description

Coordinator Libraries	
Division:	Liveable Communities
Department:	Libraries and Community Services
Reports to:	Manager Libraries and Community Services
Budgetary responsibility:	Yes
Number of direct reports:	5
Location:	Forster Library/Taree Library
Grade:	11
Employment status:	Permanent Full-time
Date approved:	8 September 2021

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

Reporting to the Manager Libraries and Community Services the Coordinator Libraries will lead the Libraries Section. The Coordinator is responsible for managing the library function, including supervision of the team, to ensure the achievement of outcomes in line with organisational and departmental strategies, objectives, vision and values.

The Library Section delivers library services from 11 branch locations across the MidCoast LGA. The 5 direct reports to the role are Collection Services Librarian, Community Outreach Librarian, Customers Services (North) Librarian, Customer Services (South) Librarian and Virtual Services Librarian. There are 26 indirect reports to the role.

Key Accountabilities & Duties

- Staff leadership and management including supervision, coaching and development of staff, work planning, performance management, change management and staff recruitment.
- Financial management including annual service budget development, budget monitoring and review, fees and charges development and review.
- Oversee the provision of excellent customer service throughout the library services, the delivery of the Library's outreach programs and collection management.
- Ensure library and information services are timely, equitable and accessible and meet the community needs and the standards and guidelines of the Library Council of NSW.
- Develop policy, procedures and customer engagement project plans.
- Interpret policy and strategy to develop plans for practical and effective operations.
- Develop and implement an effective business plan to ensure the ongoing quality and relevance of library services to the community.
- Promote change initiatives and coach and support team members through change processes.
- Contribute to the delivery of the Libraries and Community Services Department Operational Plan.
- Build and maintain positive relationships with staff and external stakeholders.
- Coordinate the appropriate and equitable provision of professional development for the team.
- Provide a high level of customer service to the community, internal stakeholders and other customers.
- Ensure compliance with relevant legislation and statutory requirements.
- 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.

Essential Requirements

1. Qualifications in library-related fields at degree level
2. Comprehensive management / leadership experience, preferably in library services.
3. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
4. Advanced financial management skills.






5. Advanced communication and interpersonal skills that include the ability to lead and influence people and manage change.
6. High level analytical and conceptual skills
7. Demonstrated ability to meet deadlines and work under constant pressure
8. Excellent written and oral communication skills
9. Commitment to customer-centred service delivery with a proven record of achievement.
10. Demonstrated knowledge of the professional and legislative requirements within the scope of the role.
11. Current C class drivers' licence and working with children check clearance.

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	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	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	Adept
	Optimise Workforce Contribution	Adept
	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 ☒