



Position Description

Role:	Manager Library Services
Department/Section:	Community Development/ Library Services
Reports to:	Director Community Development
Responsible for:	21 Staff Members
Budget:	\$2.5 million

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

This position is fully accountable for the strategic leadership and management of the Mosman Library Service in anticipating and meeting the information, recreational/leisure, cultural and lifelong learning needs of the Mosman community.

KEY RESPONSIBILITIES

Management

- Lead, manage and inspire the Library Services team to achieve the outcomes identified in Council's Community Strategic Plan, MOSPLAN, including information and lending services, local studies, library collection and IT management, and inclusive services and programming for children, families, young adults, older people, and people with disability
- Make a positive contribution to the preparation and review of MOSPLAN and actively involve Library Services staff in the process
- Manage risk, budget, resources and facilities associated with the Mosman Library Service
- Manage and continuously improve the cost effective and efficient provision of high quality library services to the Mosman community, with a strong focus on customer service and innovation, and in accordance with Council priorities, policies and government regulations and guidelines

Library Services

- Ensure that collections and programs managed by Mosman Library Service are appropriate to current and emerging community needs
- Oversee the investigation, evaluation and implementation of new and innovative approaches to service delivery
- Facilitate the provision of advice and information on library services to Council, the Director Community Development and other Departments

Library Resources

- Manage, develop and evaluate the Library Service's print, audio visual and electronic collections to ensure that they meet community needs
- Plan and develop the Library Service's information technology resources and where appropriate implement new technologies to improve service delivery

Shorelink Library Network

- Represent Council on the Shorelink Library Network Committee
- Contribute to the strategic planning, management and development of the Network
- Ensure optimum availability and effective use of the Shorelink library management system

Promotion and Marketing

- Market and promote the Barry O'Keefe Library and the services delivered by the Mosman Library Service to the community, Council and Council staff
- Manage the development of outreach programs, promotional and other activities that are customer focussed and responsive to community feedback and expectations

Facility Management

- Ensure that the Barry O'Keefe Library building and its surrounds are well maintained
- Monitor and review the layout of the library to continuously improve functionality and access to the collections and services

External Relationships

- Contribute to the development of library services State-wide, through liaison and participation in the NSW Public Libraries Association and other peak industry bodies at metropolitan, State and regional level, including Shorelink
- Service and support the School Principals' Liaison Group

Other

- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy
- Other duties may be allocated by the Director as required

WORK HEALTH AND SAFETY RESPONSIBILITIES

This position is responsible for its respective area and shall promote and oversee the compliance and continued improvement of the WHS Management System.

In particular, the Manager Library Services will:

- Effectively communicate Council's WHS Corporate Practice and supporting policies and procedures to all employees and contractors
- Ensure all employees and contractors comply with the requirements of the WHS Corporate Practice and associated procedures
- Identify, assess and control hazards within your area of operation
- Prepare, review and monitor compliance of safe work method statements (SWMS) and safe operating procedures (SOP) specific to your area of operation
- Promptly address WHS matters raised by Coordinators or Team Leaders
- Inform the Executive of all aspects of implementation of the WHS Corporate Practice within your area of responsibility
- Evaluate employee performance and make arrangements for training to meet skills gaps on a routine basis
- Ensure all staff comply with WHS requirements, and take appropriate disciplinary action in response to breaches of WHS requirements, non-compliance with safe work procedures and/or unsafe behaviour
- Identify changes in the workplace or variations to operations that may adversely affect safety and communicate the situation to the WHS Officer or equivalent for assistance with potential resolution (where required)
- Reward and recognise employees for good safety performance
- Fulfil "worker" WHS responsibilities as listed in Mosman Council's Work Health and Safety Corporate Practice

SKILLS AND COMPETENCIES - Selection Criteria

Essential:

- Relevant tertiary qualifications and a commitment to keeping knowledge current
- At least 5 years' relevant experience
- Demonstrated ability to think and plan strategically in a library context
- Ability to translate plans into action, and get results
- Ability to motivate, lead and manage staff to maximise performance and job satisfaction and to appropriately manage less than satisfactory performance
- Project management skills, including demonstrated ability to lead, manage, monitor and review projects, and to manage multiple projects simultaneously
- Knowledge of and experience in corporate governance and risk management, including budget preparation and financial control, occupational health and safety and information management
- Commitment to innovation and continuous improvement, and experience in leading initiatives that add value, improve and enhance services, processes and practices
- Exceptional communication skills including high level writing skills for a range of publications and audiences, and experience in leading and managing consultation processes. Strong negotiation, collaboration and problem solving skills
- Capacity to operate effectively in a political environment
- A valid Working with Children Check
- A valid Covid-19 vaccination certificate

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	140 hours over a 4 week period across a 7 day spread of hours
Status:	Full-time
Qualifications:	Degree in Library/Information Science/ Knowledge Management
Experience:	At least 5 years' operating in a similar role at a senior level
Commencing Salary / Range:	Executive Band 4 Level 2 plus Superannuation
Position Approved By:	Director Community Development
Approved Date:	September 2022

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....