



Position Description

Team Leader/Supervisor/Coordinator

Position Title	Children's and Youth Services Librarian
Division	Strategy and Growth
Section	Community Place
Reports to	Library Manager
Grade	12
Direct Reports	Two Library Assistants
Indirect Reports	Library Team

Position purpose

Assist in the provision of high quality library services to the Port Macquarie-Hastings Community

Team responsibilities

Review team and individual performance through the Employee Engagement Process

Drive system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Apply organisational policies, procedures, and Values in day to day work

Manage and monitor key resources used by the team

Lead, support and coordinate day to day operational supervision of staff

Position specific responsibilities

- Manage children's and young adult collections.
- Provide programs for children and young adults.
- Maximise use of resources by training and informing staff and target client groups.
- Liaise with schools to promote literacy and the use of library resources.
- Work on customer service points as required
- Keep abreast of library best practices and to attend one professional development activity per year
- Any other related duties as directed



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

As a supervisor, you are expected to demonstrate the behaviours required of non-supervisory employees, in addition to those outlined below.

Values-based behaviours for Team Leader/Supervisor/Coordinator

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I ensure that roles and responsibilities are clearly communicated• I actively listen to the concerns of my staff and customers• I keep my team members informed• I provide regular, valid and objective feedback in relation to individual performance
Accountability	<ul style="list-style-type: none">• I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health and safety of myself and others• I ensure that the actions of myself and others are focused on achieving organisational outcomes• I take responsibility for the behaviour and performance of my staff members within the workplace• I deal with issues when they arise
Professionalism	<ul style="list-style-type: none">• I lead by example• I set clear objectives and goals for my team to achieve• I contribute to the change process and see change as an opportunity to improve performance• I ensure my team is working well together
Integrity	<ul style="list-style-type: none">• I maintain confidentiality• I recognise and report misconduct, illegal or inappropriate behaviour, and support my team to do the same• I am fair and consistent in my dealings• I am honest with my staff
Teamwork	<ul style="list-style-type: none">• I acknowledge the achievements of my team members• I encourage a positive working environment• I am engaged, enthusiastic and motivated• I mentor and coach my team



Document Endorsement

Date Date approved **Group Manager** Section_____

Date Date approved **Director** Division_____

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____