



Living our corporate values ...

**Community
Focused**

**Show
Integrity**

**Encourage
Innovation**

**Be Caring &
Respectful**

**Commitment
to Safety**

**Value
Teamwork**

... to deliver progress and value to our community

Manager Cultural, Education & Library Services

PD Version – June 2018

Next Review – June 2020

Position Details

POSITION NO:	500 013
DEPARTMENT:	Technology & Corporate Services
POSITION LOCATION:	Parkes
EMPLOYMENT STATUS:	Permanent Full Time
REPORTING TO:	Director Technology & Corporate Services
NO. OF DIRECT REPORTS:	5
BAND/LEVEL:	Professional/Specialist Band 3 level 3
SALARY SYSTEM GRADING:	Grade 16-17
ALLOWANCES	Nil

Purpose of the Position

This position is responsible for the efficient and effective management and ongoing development, for the benefit of Council and the Community, of the Cultural, Education and Library Unit, including:

- Parkes Shire Libraries
- Cultural program and services
- Parkes Study Centre

Position Responsibilities

- Short, medium and long-term management of the Unit, as outlined in Council's Community and Operational Plan Objectives.
- Plan and direct comprehensive library and cultural services, including adult services, children's services, branch services, technical services, literacy services, library collections, cultural programs and resources for all section of the Community.
- Administer Council's collaborative partnerships with tertiary education providers North Parkes Mines.
- Contribute to the implementation of Council's Enterprise Risk Management Programme.
- Support Council's Education, Cultural and Library Committee and Little Theatre Management Committee.
- Supervise and participate in the preparation and administration of the Unit's annual budgets.



- Use continuous improvement methodologies to actively seek opportunities to improve operational processes.
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.
- To supervise staff according to Council's policies and procedures and implement Council's Positive Behaviour Framework within your area of responsibility.

Position Skill Descriptors – Grade 17

- The ability to make decisions in consultation with the next level of management.
- The ability to problem solve by examination and analysis of a range of options.
- The ability to lead discussions with small groups and address issues through discussion to achieve settlement.
- Write standard correspondence, reports and submissions following prescribed formats.
- Demonstration of leadership and organisational skills to supervise and control a major work area or project.
- Responsible for team building, development and achievement of goals.

Position Qualifications and Experience Requirements

Qualifications:

- Degree in Business, Education, Cultural Services or Librarianship.
- Current and maintained NSW Driver's Licence

Experience:

- Minimum of 5-7 years relevant work experience, with several years of supervisory experience.

This training and other training required for this position is specified with the Learning Plan for the position.

Position Delegations

This position has the following **internal** delegations:

- Work Health and Safety
- Purchase requisition and receipting



WHS Responsibilities

Table 2 Managers

Are responsible for implementing and monitoring WHS within their area of responsibility, duties include:

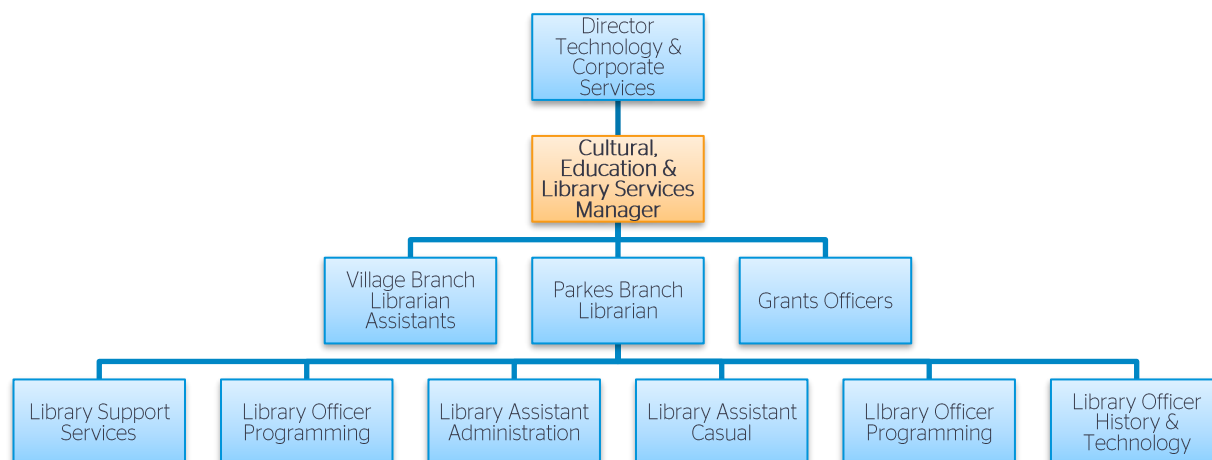
Responsibility	Performance Measure
1. Ensure all reasonable steps are taken to implement Council's WHS policy and procedures to meet WHS legislative requirements.	<ul style="list-style-type: none">• WHS resourcing is evident in department/area budgets in line with planned actions from the WHS risk register for the area, and strategic planning objectives.• WHS training is identified in annual performance reviews, and review of the WHS risk register, and communicated to HR for scheduling.• WHS policies and procedures are accessible to all workers.• Support is provided to Supervising staff to implement and uphold WHS policies and procedures on a daily basis.• Requests, complaints, issues are addressed following the WHS issue resolution process in a timely manner.• Contribute to employee induction and ensure all employees are inducted and periodically re-inducted.• Develop and implement Site Specific Safety Management Plans as required.
2. Personal commitment to workplace health and safety	<ul style="list-style-type: none">• Compliance with WHS policy and procedure is personally demonstrated on a daily basis.• Participation in formal and informal discussions; workplace visits and incident investigations.• Develop relationships with HSRs within your area of responsibility.• Evidence of attendance at WHS meetings and professional development activities as required.
3. Provide timely, up to date, relevant WHS information to all workers in area of responsibility.	<ul style="list-style-type: none">• Lead and document periodic department/area/team meetings with WHS as a standard agenda item.• Ensure changes in WHS policies, procedures and work instructions are clearly documented and communicated and explained to all workers in a timely manner.• Support workers in attending and participating in WHS training and WHS meetings.• Distribute industry relevant WHS information as it comes to hand.



	<ul style="list-style-type: none">• Ensure structured job specific induction training is provided to new employees and scheduled at least every two years as a refresher, documented and records sent to HR.
4. Monitor the implementation of the WHSMS in your area of responsibility	<ul style="list-style-type: none">• In consultation with workers, annually review the department's/area's WHS risk register, update and produce corrective actions.• Coordinate the review and update of SWMSs and SWPs in-line with changes to the WHS risk register annually.• Review all incident investigation reports and implement improvement action.• Ensure incident notification process is followed by reviewing a sample of notifications each month.• Conduct at least one contractor inspection every quarter.• Conduct a project site inspection at least every month of the life of the project.• Schedule and coordinate workplace inspections in consultation with all workers and relevant HSRs for the area(s).• Conduct and document one WHS "Go See" observation of your area of responsibility every week.• Review all WASPs received for checking every month and address any anomalies found.• Evidence of regularly liaison with area HRS(s).
5. Report on WHS performance.	<ul style="list-style-type: none">• Prepare a monthly report on progress of actions from departmental/area WHS risk register and conformance with Managers WHS KPIs.• Contribute to the WHS monthly report on progress of actions from incident notifications/investigations and inspections and audits conducted.
6. Ensure safe equipment and plant is provided and maintained.	<ul style="list-style-type: none">• Evidence of completed action plans and purchase requests.• Evidence of budgeting for renewal of equipment and safety supplies.
7. Assist injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.	<ul style="list-style-type: none">• Evidence of attendance at meetings as required.• Evidence of signed return to work plans.• Evidence of contribution to development of meaningful alternative duties as required.



Organisational Relationships





Physical Requirements

Neck Movement (looking up, down, sideways)	2	Dust (expose airborne material ie. Dust)	1
Reaching (above shoulder height, forward/side extended)	2	Gas / Fumes (Working with gases or fumes)	1
Hand/Arm Movements (stacking, reaching, mopping, tool use)	2	Liquids (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	1
Bending/Twisting (forward/ backward bending or twisting at waist)	2	Noise (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	1
Kneeling/Squatting	2	Lighting (Tasks involve working in dark or visually-poor environments)	1
Leg Movements (operate machinery)	1	Temperature (Task involve working in extremes of temperature - hot or cold)	1
Standing (upright without moving)	1	Confined Space (confined spaces work)	1
Driving (operate any mobile plant)	1	Radiation (Tasks involve magnetic or radiation sources)	1
Walking (even surfaces)	3	Hazardous Substances (Tasks involve working with hazardous substances)	1
Walking (uneven surfaces)	2	Meeting Deadlines	3
Walking (walking while manual handling object)	2	Conflict Resolution	3
Walking (up or down steep slopes)	2	Sitting for extended periods	2
Climbing (in and out of plant/car)	1	Dealing with people	3
Climbing (stairs, ladders, scaffolding)	2	Underground Work	1
Manual Handling (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	2	Personal Protective Equipment	1
Sight (Use of sight as an integral part of task performance eg. Dark, fine detail)	5	Manual Dexterity (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	5
Sight (Ability to discriminate between colours)	1	Manual Dexterity (Gross motor hand use; Gripping, holding, clasping)	2
Hearing (Effective hearing ability as an integral part of task performance)	5	Task involves working in an awkward positions Eg:	1
Smell (use of smell senses as an integral part of task performance)	1	Cardiovascular Fitness level required for position	2
Balance	1		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	<i>Not Relevant to this position</i>		
2	Occasional	<i>Task is performed for 0-33% of the day</i>	Light	Low (sedentary)
3	Frequent	<i>Task is performed for 34-66% of the day</i>	Moderate	Medium
4	Constant	<i>Task is performed for more than 66% of the shift</i>		
5	Repetitive	<i>Work cycle is repeated < 30 sec & performed for > 60min</i>	Heavy	High (constantly on feet, repetitive physical work)



Manager Cultural, Education & Library Services

The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.

Position Incumbent

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Director

Name: _____

Signature: _____

Date: _____

This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training