

POSITION DESCRIPTION

Position Title	Digital Librarian	
Division	Office of the CEO	
Group	Library and History Services	
Responsible to	Library Collections Coordinator	
Position Supervises	Direct: 1-4 staff (on occasion) Indirect: Nil	
Position No.	IW0804	
Status	Permanent Full-Time	
Hours	Based on 35 hours per week. There is an expectation that staff would be willing and able to work within the Library Services span of hours as per the Library Roster (8am – 8pm). There may be occasional opportunities to work on weekends	
Salary Point	38 to 49	
Salary	\$74,095.00 pa - \$84,753.00 pa	Band/Level: 3/1
Allowances	As applicable to the position	
Pre-employment checks Legislative requirements	<i>There may be a requirement to undergo a working with children check and/or police check if a need is identified in the future.</i>	
Date reviewed: May 2019		Reviewed by: Group Manager Library & History Services

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

Coordinate the planning, development, implementation, evaluation and promotion of eResources for Inner West Council: Library & History Services. Support the Library Collections Coordinator and Branch Librarians to ensure a quality and relevant eResources collection of – but not limited to – eBooks, databases, video streaming and other online content and products.

Schedule and evaluate current or nominate, organise trials and assess eResources for Inner West Council: Library & History Services. Ensure a responsive, efficient, sustainable and high quality eResource collection and training programs to the inner west local government area. Maintain strong relationships with suppliers and vendors.

Provide advice, monitor, evaluate and responsibility of supplier relationships for eResources to the Library Collections Coordinator. Liaise with the Library Technology and Innovation Coordinator regarding eResources, issues, access and implementation of eResources. Participate in cross-Library and Council teams in the areas of collection development, eResources, technology programs etc.

Liaise with programming, marketing, operations and training teams to ensure eResources are promoted to the community and staff.

Participate in the delivery of frontline services via the weekly roster, including night and weekend work.

This position will initially and be primarily based at Leichhardt Library. Note that the position holder may be relocated to other library branches with sufficient notice from time to time.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Degree or higher of Library & Information Services recognised by the Australian Library and Information Association (ALIA) or equivalent tertiary qualifications with experience to meet essential experience and/or skills criteria.
2. Demonstrated experience with eResources – use of, assessment, negotiating and communicating with suppliers.
3. Demonstrated high level skills in communication both oral and written including report writing, grant writing and public speaking.
4. Excellent collaboration, negotiation and innovative problem solving skills, and experience in change management.
5. Proven ability to work independently and within a team.
6. Demonstrated skills and commitment to the delivery of high quality customer service and programs to diverse communities.
7. Demonstrated skills and experience in budget management and project management.
8. Demonstrated experience in community needs analysis as relevant to the development of Library and History Services.
9. Demonstrated knowledge of collection development and management.

10. Demonstrated proficiency in computer skills, including use in the Microsoft suite, and in solving technical IT problems and equipment set-up, including tablets, smart phones, and Apps, as well as browser functionalities and website updating.

Desirable Criteria:

1. Driver's License
2. Basic experience in cataloguing

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Library Management

- Provide timely and appropriate advice to, and advise the management of the eResource collection and budget, including analysis of performance, recording and reporting of statistics, cost and addressing identified demand.
- Advise the Library Collections Team in relevant collection development and monitor trends in eResources.
- Assist Inner West Council: Library & History Services and Library Collections Coordinator identifying, writing and submitting grant applications.
- Develop, schedule and assess the current eResources for Inner West Council: Library & History Services. Nominate, organise trials of and assess new products and content as they become available.
- Check access of eResources on the website and catalogue is functional, and report on issues.
- Develop and deliver programs for staff and the community that encourage the use of eResources.
- Maintain and update database information in Electronic Resource Management.
- Maintain strong relationships with suppliers and vendors.
- Participate, where relevant, on cross-Library and Council teams in the areas of collection development, children's and youth services, events planning et al.
- Maintain an awareness of developments and future trends for eResources and technology.
- Participate in the delivery of frontline services via the weekly roster – including night and weekends - and undertake other duties as required
- Commitment to Inner West Council Values and adherence to Council and Library and History Services policies and procedures
- Work safely and report potential WH&S issues to management
- Demonstrate an understanding of and commitment to EEO policies and procedures
- Undertake projects as directed

Financial Management

- Record and review the budget to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance
- Investigate alternative income and revenue generation where available and possible, including grant and sponsorship management

Staff Supervision

- Supervise and train library staff in regards to the Inner West Council: Library & History suite of eResources
- Lead and manage aspects of the day to day e-Collections operations across the Inner West Council: Library & History
- Manage in consultation with the Training & Development Coordinator, training programs for staff and volunteers in the provision of eResources

- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas
- Supervise the duties and activities of any staff or volunteers assigned to the Collections team

Leadership

- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments
- Participate in the development and implementation, review and maintenance of systems and procedures
- Ensure that the Library Collections Coordinator is informed of any issue which may affect staff, the community and/or service delivery
- Represent Inner West Council at key library and Council events and network meetings

Physical requirements of the role

Substantial manual handling is an inherent physical requirement of working in this role. The position requires:

- Significant periods of standing
- Sustained hours of movement including lifting, bending, squatting, pushing, carrying, stretching
- Use of computers and office, and the movement of furniture for programs and events

KEY RELATIONSHIPS:

Internal: Library and History Services Staff, Council Staff.

External: Members of the community, Other Public Libraries, State Library. Suppliers and/ or vendors

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT

SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Digital Librarian** as detailed in this document.

Signature:

Date: / /