

## POSITION DESCRIPTION

<b>Position Title:</b>	Team Leader Library Resources
<b>Position Number:</b>	1002
<b>Group:</b>	Organisation & Community Capacity
<b>Business Unit:</b>	Community Services
<b>Service Unit:</b>	Library Services
<b>Reports To:</b>	Coordinator Community Services
<b>Grade:</b>	11
<b>Hours Of Work:</b>	35
<b>Last Date Of Review:</b>	September 2021
<b>Last Date Of Evaluation:</b>	September 2021

### Role Function Summary

Team Leader Library Resources is primarily responsible for efficiently managing library resources in accordance with industry best practice. The role ensures ongoing development of a broad range of information technology-based systems that improve social, cultural, learning, and economic outcomes. It is responsible for building organisational knowledge and encouraging community focussed resource acquisition and development to maximise community usage and participation. Local Studies and Archives resources are identified, acquired, preserved, and managed, including public education through exhibitions and programs.

The library operates in a team environment working together to achieve the objectives and initiatives outlined in Council's Management plans. There are circulation and information service duties common to all library staff.

### Key Responsibilities (Major and Essential Job Functions)

- Circulation duties, including front desk customer service, promoting a customer-centred focus, community orientated and team approach to the delivery of library services.
- Provide leadership and direction to staff in supporting the implementation of organisational objectives in accordance with approved plans, policies, procedures, and guidelines.
- Provide leadership and direction in ensuring effective change management initiatives, exhibiting flexibility, adaptability and supporting the development of the library service to reflect changing community requirements.
- Building high performing team(s) who continuously improve and deliver high quality and responsive library services, resolving staff problems, issues, and grievances in area of responsibility through line management.
- Develop and implement the Library Resources Strategy and implementation plans in response to demographic analysis, research and identified, expressed community needs and aspirations.
- Coordinate the ongoing development and support of the Library Management System, library information systems and technology, including utilising mobile technology to enhance and expand library resources and delivering services to the broader community.
- Proactively participate in the development of the Library as part of the Library Services Management Team, actively contributing to the Library strategic and operational planning, policies, systems and procedures.

- Maintain and continually develop professional awareness and skills through reading, participation in public library industry networks meetings, seminars and conferences.
- Manage relevant budget expenditure and income, assisting Coordinator Community Services with forward planning, monitoring and evaluation of operational and program budgets. Actively identify, seek and secure grant funding from external sources to contribute to the achievement of library goals and strategies.
- Undertake acting and higher duties as required by the Coordinator Community Services.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

### Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

<b>Community Vision</b>	Singleton. Vibrant, progressive, connected, sustainable & resilient.
<b>Organisation Vision</b>	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture
<b>Values and Behaviours</b>	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"> <li>• <b>Integrity:</b> We act with commitment, trust and accountability.</li> <li>• <b>Respect:</b> We are open, honest, inclusive and supportive.</li> <li>• <b>Excellence:</b> We strive to achieve the highest standards.</li> <li>• <b>Innovation:</b> We are creative, progressive and strategic.</li> <li>• <b>Enjoyment:</b> We promote a harmonious, productive and positive workplace.</li> </ul>
<b>Safe Workplace</b>	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

### Organisational Relationships

<b>Internal Relationships:</b>	Coordinator Community Services, Library Services Team, Manager Community Services Delivery, Community Services Team, Council Staff
<b>External Relationships:</b>	Customers, State Library of NSW, Public Libraries Network, Suppliers and Vendors
<b>Direct Reports:</b>	Marketing & Systems Officer, Acquisitions Officer, Cataloguing Officer, Local History Officer
<b>Indirect Reports:</b>	N/A

### Specifications and Technical Skills:

#### Essential Criteria:

- An undergraduate or postgraduate qualification in library and information studies accredited by ALIA
- A commitment to providing excellent customer service to both internal and external customers of Council
- Demonstrated experience in the management of Information Technology systems, resources, budgets and staff

- Demonstrated experience in cataloguing and library stock management
- Proficient in the use of Web application, outreach technologies, bibliographic databases and library management systems
- Demonstrated ability to deliver quality customer service through continuous improvement strategies
- Demonstrated communication (written and verbal), conflict resolution and time management skills

**Desirable Criteria:**

- Experience as a team leader in a public library environment
- Tertiary qualifications or experience in managing historical collections or archives

**Licences and Tickets:**

- Current Working with Children Check

## Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

### Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting	✓								✓			
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving				✓	✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	<b>Right Hand</b>					<b>Left Hand</b>			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Power Grasping (tight grip)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Tick below if these are requirements of the position:

Operating mobile plant		Working with paints, solvents, oil, grease
Light repetitive handling		Cold environment
Dog/cat control		Climbing, working at heights
Cattle, sheep handling		Confined spaces work
Native Animal, reptile handling	✓	Customer contact
Garbage collection		Screen based work (intermittent)
Office, toilet cleaning	✓	Screen based work (constant)
UV exposed	✓	Clerical deadlines
Herbicide/Pesticide use	✓	Supervisory – clerical, planning, deadlines
Cooking		Building trades work
Walking on Slopes / Hills / Gradients		Motor trades work
Walking on uneven surfaces		Childcare
Working with bitumen		Hospitality
Working with concrete		Exposure to dust or fumes

## Skills Progression and Assessment Record:

Position Title: **Team Leader Library Resources**

Employee:

<b>Skill Progression Requirements</b> <input checked="" type="checkbox"/> Step Achieved	<b>Salary Step</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Undergraduate or postgraduate qualification in library and information studies accredited by ALIA	1					
Effectively operate all computing software relevant to the position, with ability to manage IT systems, resources and budgets	1					
Provide effective service and liaison to internal and external customers and vendors, with sound Reference, Readers Advisory and technology troubleshooting skills	1					
Display sound written and oral communication skills, including procedural and training documentation, reports, conflict resolution and public speaking	1					
Demonstrated team leadership ability, including management of staff performance, with efficient time management skills to achieve work within deadlines	1					
Apply knowledge of professional standards and guidelines relevant to the position and incorporate them into library positives and procedures	2					
Effectively lead the Library Resources Team to support the Library goals	2					
Displays advanced information and reference services, Readers Advisory and technology trouble shooting skills	2					
Demonstrated forward planning of resource management to meet the library goals	2					
Demonstrated continuous improvement principles in stock workflows, collection development, management of information technology systems and projects	2					
Effectively manage budgets and seek sponsorship in accordance with Council policies	3					
Demonstrated ability to contribute to development of Council plans and budget	3					
Strategically plan and report on future developments in the Library Resources area	3					
Proactive implementation of Council's WHS system across the program area and investigates all incidents reported	3					
Demonstrated sound ability to act in the role of Team Leader Library Programs	3					
Demonstrate a broad up-to-date knowledge of pertinent fields and proactive contribution to professional networks and committees	4					
Proactive contribution to Library management plans and budget preparation	4					
Demonstrates advanced project and resource management skills and train others in this area	4					
Demonstrates advanced team leadership skills, including team communication, staff feedback, performance management	4					
Demonstrated sound ability to act in the role of Coordinator Community Services	4					

**Skills Review Year** (eg 2021): \_\_\_\_\_ **Position:** \_\_\_\_\_

**Annual Skills Assessment:**

The following is to be completed at the time of the annual skills assessment.

**Comments on Employee's attitude and application to work:**

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**Employee's Comments:**

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Name

Signature

Date

**Manager / Supervisor's Comments:**

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Name

Signature

Date

**Director's Comments:**

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Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> <b>Proposed Salary Step Placement</b>				