

POSITION DESCRIPTION	
Title:	Team Leader Library Programs & Partnerships
Group:	Community Connections
Reports to:	Manager Libraries & Museum
Grade:	17
Hours:	35 hours per week on a 7 day roster including evening and weekend shifts
Vehicle:	No
Position Code:	
Pre-placement Medical:	Low Risk – Not required.
National Criminal Check:	Required
WCCC Check:	Required
Date Developed:	August 2017
Position Purpose	
<p>To engage our community with a suite of library programs that support diverse ages and target groups literacy, provide lifelong learning and social connection, activate library spaces and reach out to the community where they are;</p> <p>To actively seek and nurture internal and external partnerships and explore opportunities for collaboration.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Tertiary qualifications in Libraries or a related field. • Innovative, with high levels of energy and enthusiasm for library activation. • Considerable relevant work experience in program delivery. • Demonstrated ability to lead, develop and motivate staff in an environment of innovation, collaboration and continuous improvement. • Proven ability to develop rapport and engage with a diverse range of internal and external stakeholders to foster and sustain partnerships for program delivery. 	

- High level communication skills, including confidence in public speaking, together with strong emotional intelligence
- Well-developed organisation and time management skills.
- Outstanding customer service skills with the ability to confidently and proactively engage with library customers and value-add to the customer experience.
- High level literacy and digital literacy skills.
- Current Class C Driver's Licence

Main Activities/Tasks

Library activation

- Develop, implement a framework for library programs that engages the community and provides opportunities for lifelong learning and social connection
- Design and deliver a calendar of programs and events that activate library spaces including: early literacy, school age programs, youth, adult learning, social connection, digital literacy, literary and heritage activities
- Provide coordination and support services and initiatives to target groups including children, youth, seniors and people with special needs
- Encourage community groups to visit and engage with our libraries
- Activate outdoor spaces adjacent to library venues
- Collaborate with other library staff to market library programs
- Provide meaningful opportunities for volunteers to contribute to program delivery

Partnerships

- Actively seek and develop internal and external partnerships and opportunities for collaboration that deliver sustainable library programs
- Raise the profile of the library through pop-up libraries at community events and celebrations
- Collaborate with the museum to celebrate our heritage and preserve community memory, supporting local and family history research and workshops
- Provide leadership to the Paint Shellharbour Read program

Leadership

- Collaborate on library strategic and operational planning as a key member of the Library Leadership Team
- Provide quality and timely advice to the Manager Libraries & Museum on trends and needs, assisting the Manager and acting in that role as required
- Lead, develop and inspire the Library Programs & Partnerships team, to achieve optimal individual and team performance
- Undertake performance planning and review for Library Programs & Partnerships staff
- Be a role model for customer-focused service, participating in rostered library customer service shifts, as required, at any library service point or outreach activity, ensuring customers have a positive experience characterised by active engagement

Professional development

- Stay engaged with public library networks and library industry developments to stimulate innovation and continuous improvement for Shellharbour City Libraries
- Take advantage of professional development opportunities to maintain currency of professional expertise

Financial Management

- Manage expenditure and report on budgets within approved delegations
- Identify, monitor and seek funding opportunities for library initiatives and prepare, or contribute to, relevant grant applications
- Manage project budgets, grants and contracts in line with Council policy and procedure

Planning and Reporting

- Ensure work plans, outcomes and deliverables for the Library Programs & Partnerships team align with the Library Strategy and Council's Community Strategic Plan
- Undertake regular performance and statistical reporting in accordance with the requirements for Integrated Planning and Reporting, Fit for the Future and the State Library of NSW
- Participate actively in community consultation and engagement in line with Council's Community Strategic Plan and Community Engagement Policy

Support and promote the integrity and reputation of Council

- Apply and demonstrate the values of Council across all aspects of work
- Be a role model for quality customer service
- Ensure compliance with all Council policies and procedures and relevant legislation

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

Organisational Values

- Apply and demonstrate Council's Core Organisational Values - Collaboration, Accountability, Integrity, Respect, Sustainability.

