

# Position Description

<b>Position title</b>	Coordinator Libraries
<b>Reports to</b>	Manager Community Services
<b>Direct Reports</b>	5
<b>Department</b>	Community & Corporate Services
<b>Classification</b>	Level 7, Local Government Industry Award (Stream A)
<b>Last Review Date</b>	11 October 2020

## Position Summary

The Coordinator Libraries has a dual purpose, to lead the library teams and to help shape the Library Services Section within the Community Services Group. The Coordinator is responsible for the setting and delivery of objectives for the Library Services Section as a whole and for the successful management of all staff within the section, ensuring high and improving levels of customer satisfaction as well as direct supervision of 5 direct reports across Libraries and Collections and Systems Unit. The Coordinator Libraries is also responsible for the asset management, coordination of maintenance and repairs of facilities within libraries and the building.

## Position Specific Accountabilities

- Provide high quality library services to all customers of the organisation and manage the operations of
  - 7 TRC Library Services, 1 Systems and Collections Unit, and Programs and initiatives.
  - Develop and deliver actions, projects and programs outlines in the Tablelands Library Strategic Plan and Council policies as the relate to the Library services in the region.
- Manage and oversee the day to day operations of the Libraries and Systems and Collections Unit
- Project Manage and oversee project deliver including funding, grants through Councils operational Plan and Capital works program
- Responsibility for the development and monitoring of the Libraries Operational and Capital budgets as allocated including sourcing of internal and external grants, subsidies and sponsorship
- Conduct library services research and keep abreast of emerging factors that impact libraries, benchmarking including Federal and State Government policies, initiatives and industry trends
- Prepare and present plans, reports and submission and formulate recommendations.
- Lead the Library teams in the delivery of library objectives within agreed rules of governance and as per the Library Operational and Strategic plans.
- Model high standard of leadership and strategic thinking, delivery of learning strategies that promote social cohesion, education, reading, literacy, life-long learning and economic development to the region.
- Liaise with key industry bodies, community and government partnerships to enable an innovative library business model.
- Responsible for the coordination of asset management, maintenance and repairs of facilities within Libraries.
- Comply with all Workplace Health & Safety Legislation and TRC's Safety Management System - SAFE PLAN.
- Other responsibilities as reasonably expected.

## Supervisor Accountabilities

As a Supervisor, the Coordinator Libraries is responsible for;

- Meeting the requirements of the TRC Corporate Plan, Budget and Operational Plan.
- Providing effective leadership and staff capability development to ensure alignment with TRC values, achievement of organisational KPI's and a positive contribution to a dynamic workplace culture.
- Developing and maintaining relationships with community and key stakeholders that contribute to positive outcomes for the community.

## Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
  - TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation, Purchasing and Procurement; and
  - Comply with all Work Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Provide direction to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected by Council.

## Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as set out in separate instruments of delegation from Council.

## Selection Criteria

### Essential

- Well-developed leadership, oral and written communication skills, interpersonal and motivational skills
- Ability to manage change and encourage innovation in a complex, demanding, dynamic and multi-tasked environment within a large team.
- Well-developed decision making, analytical skills, conceptual thinking and negotiation skills.
- High level knowledge of relevant local and state government legislature.
- Coordinate development of website, social media and other online technologies.
- High level knowledge of software applications including Library Management System and Microsoft Office Suite.

### Qualifications

- Tertiary qualifications recognised by ALIA (Australian Library & Information Association) or minimum of 7 years management of library services across a region.
- Eligible for ALIA professional membership.
- Additional tertiary or other qualifications relevant to Local Government and/or Management would be highly regarded.
- Eligible to obtain a working with children blue card.



## Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening.
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understood the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	



CREATIVITY



INTEGRITY



TEAM WORK

CUSTOMER SERVICE

