

## POSITION DESCRIPTION

### Branch Librarian



NOOSA COUNCIL



#### POSITION DETAILS

<b>Position Title</b>	Branch Librarian
<b>Position Number</b>	10325
<b>Department</b>	Community Services
<b>Branch</b>	Libraries and Galleries
<b>Section</b>	Libraries
<b>Position Classification</b>	Queensland Local Government Industry (Stream A) Award – State 2017 (Div. 2, S1)
<b>Position Remuneration</b>	Noosa Council Certified Agreement 2018 (Level 5)
<b>Date Reviewed</b>	15 September 2020

#### POSITION PURPOSE AND OBJECTIVES

- Lead, manage and coordinate the Branch Library team in the provision of high quality contemporary library services and resources to the Noosa community.
- Coordinate branch library operations, ensuring that provision of customer service aligns with the needs and expectations of the Noosa community and with Noosa Council values.
- Contribute effectively to the planning and provision of outstanding library services which reflect best practice and fulfil the objectives outlined in the Library Service's strategies and plans.

#### KEY RESPONSIBILITIES

- Coordinate the delivery of a range of branch library operations including customer service, building and facilities management, program provision, collection maintenance, information services, administration, record keeping and money handling.
- Lead the branch library team by providing oversight, support and guidance to team members to create a positive work culture.
- Manage the physical, human and financial resources to deliver cost effective services within the adopted budget parameters.
- Develop, implement and review branch library services, programs, policies and procedures maintaining a focus on delivering outstanding customer service, meeting the needs of the local community and reflecting contemporary library trends.
- Oversee the recruitment, training, motivation and development of branch library staff to enhance teamwork and continue the delivery of high quality services, programs and activities to the community.
- Ensure the sound financial administration and management of the branch library budget, through preparation of build-from-base budgets and ongoing monitoring of revenue and expenditure.
- Develop and nurture positive partnerships and associated programs with relevant community stakeholders.
- Participate in the development and delivery of library programs and services ensuring they reflect local community needs.
- Provide professional library services including information services, user education and specialist library services.

- Effectively manage library service projects ensuring a quality outcome within required timeframes and budgets.
- Provide input into the development and implementation of the Library Service's strategic and operational plans and other strategic planning for the whole branch by:
  - representing the interests and issues of the community and identifying gaps in Council's community service provision through the delivery of library services, resources and facilities;
  - encouraging and supporting the development and implementation of new and innovative projects, programs, and services responsive to current and emerging community needs; and
  - contributing to the provision of reports and recommendations for Council's consideration on matters associated with the development of policy and strategies relating to the Community Services Department.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## WORKPLACE HEALTH AND SAFETY

- Ensure all work is carried out in accordance with the obligations detailed in the Workplace Health & Safety Act & Regulations.
- In accordance with the Council's WHS Management System Plan, an Employee must ensure that they do not place themselves or others at risk of injury or illness. This obligation will be met by:
  - Adhering to WH&S obligations and adopt sound work practices;
  - Following all safe working procedures and practices designed for the work;
  - Eliminating, reporting or advising their Direct Line Manager to avoid, eliminate or minimise potential hazards when they become aware of a potential hazardous work related conditions or practice;
  - Ensuring that instructions to protect their health and safety are followed and all personal protective equipment provided is used and maintained; and
  - When requested assist the Direct Line Manager and other workers in the risk assessment of workplace hazards.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Previous leadership experience in public library service functions in a similar environment, with proven ability to motivate team members to achieve outstanding results.
- Demonstrated ability to oversee high quality library customer services that are responsive to changing community and organisation needs.
- Demonstrated management experience particularly in relation to managing build-from-base budgets, human resource management, change management and building and facilities matters.
- Comprehensive knowledge of the current public library environment and future trends.
- Ability to plan, prioritise and organise work to achieve goals and meet deadlines including dealing with competing demands and managing multiple projects and tasks.
- Well-developed communication skills with proven ability in consultation, negotiation and conflict resolution in order to influence change and maintain relationships within the organisation.
- Well-developed research, analytical and problem solving skills with a demonstrated record of achievement in managing change.

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**Note** Appointment to this position is subject to successful completion of a pre-employment medical assessment.

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## Qualifications, Training and Licences

Essential:

- Degree or post graduate-level degree in library and information studies, cultural services or other related discipline.
- Driver's Licence - "C" Class.

Desirable:

- Eligibility for professional membership of the Australian Library and Information Association.

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**Note** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

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## ADDITIONAL INFORMATION

Additional information can be found at:

<https://www.noosa.qld.gov.au/about-council/employment/positions-vacant>

Submit your application to:

<https://applynow.net.au/jobs/ni/zz0514>

Application closing date:

5:00pm Friday 9 October 2020

### Contact Person

Name:

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