

Position Description

Position Title	Senior Branch Librarian
Position Number	1314
Business Unit	Library Services
Directorate	Development and Community Services
Classification	Level 8
Reports to	Manager Library Services

City of South Perth Overview

The City of South Perth is a unique, charming and popular local government located across the Swan River from the capital city of Western Australia, Perth. The City is widely recognised and regarded for its aesthetic appeal, care of the environment, extensive parks and gardens, and leafy environment, all of which complement the unique and vibrant urban city atmosphere cherished by its community.

With an area of approximately 20km², the City offers a highly urbanised environment, dominated by residential land uses and a number of city precincts. Providing a range of dwelling types often found in a conventional garden city suburb, and a mix of medium to high density housing types, the City supports a population of approximately 44,000 residents from a diverse mix of age groups and cultural backgrounds as well as a range of small to medium-sized businesses and commercial activity.

With our natural environment bounded by the Swan River to the north and west and the Canning River to the south, the City has substantial river foreshore of approximately 660ha amounting to one third of its total area, drawing local, national and international visitors to the City to enjoy all that it has to offer.

Our Vision and Values

Our Vision

A City of active places and beautiful spaces. A connected community with easily accessible, vibrant neighbourhoods and a unique, sustainable natural environment.

Our Values

- Respectful
- Supportive
- Unified
- Accountable

Position overview

The Senior Branch Librarian will manage the branch library operations to ensure delivery of an innovative Library Service to meet Community needs. This position is responsible for providing support and guidance to branch library employees to contribute effectively to the overall operations and continuous development and improvement of the Library Service. The Senior Branch Librarian will contribute to the development, implementation and evaluation of library activities, services and programs. This position will also work to develop the library as a community space to facilitate literacy and lifelong learning.

Position objectives

- Coordinate overall branch operational activities including employee management, library procedures, budget and financial resources, interior design and input into infrastructure maintenance and security
- Coordinate employees, including volunteers, supervision and management, incorporating recruitment, work based activities, performance and training in conjunction with the Branch Librarian
- Prepare annual budgets, monitor income and expenditure for the branch library and purchase goods and services as required within budget and according to financial policy in conjunction with Manager Library Services
- Actively contribute to business improvement and innovation by identifying efficiencies and improvements to work processes and implementing changes in conjunction with Manager Library Services.
- Provide input to the development and delivery of library services and programs.
- Provide a reference and information service and actively contribute to innovation in the library customer service model
- Contribute to the development and promotion of engaging library collections that provide for the recreational, cultural and lifelong learning needs of the community
- Support and contribute to digital literacy strategies and outcomes
- Contribute to the ongoing development of library management systems to meet the needs of customers in conjunction with Manager Library Services and eServices Technician

- Liaise with the eServices Technician to ensure library statistical information is recorded, compiled and evaluated on an ongoing basis and provide support to Manager Library Services through information gathering and statistical analysis
- Contribute to marketing and promotion of the library service
- Attend meetings, internally and externally, as required and report issues of significance to the Manager Library Services
- Lead and participate in library, City, State Library of WA, and various working group/teams as required
- Contribute to and undertake operational and strategic projects and programs as required
- Conduct research and prepare reports that highlight issues and trends for the Manager Library Services as required
- Investigate and prepare external funding applications, acquittal and other documentation to supplement City budgets
- Maintain professional awareness of issues in the library industry by ongoing training and development, professional reading and participation in professional associations
- Monitor safety performance, ensuring a safe work environment is provided and maintained
- Deputise for Manager Library Services as required and perform other duties within the scope of the position as requested by the Manager Library Services
- The Senior Branch Librarian is appointed as part of the system wide library services team, and as such may be required to work or be transferred to work in any of the City of South Perth Libraries

Additional objectives for all City employees

- Support and demonstrate a commitment to the City as an equal employment opportunity employer.
- Ensure services, programs and activities are undertaken with consideration to the City's organisational plans including (though not limited to) the Strategic Community Plan, Corporate Business Plan, Reconciliation Action Plan and Access and Inclusion Plan.
- Role model and demonstrate the City's Values and behaviours that distinguish the City's workplace culture and that are aligned with the City's Code of Conduct.
- Demonstrate a commitment to customer service, consider and abide by the City's Customer Service Charter in the performance of duties.
- Actively and positively adopt 1System to create and embrace new ways of working.
- Contribute to the achievement of the City's objectives, ensuring you represent the City in a professional and timely manner.
- Cooperate with all work health and safety policies and procedures of the City. Take all reasonable care to protect your own health and safety and to ensure your actions do not impact on the health and safety of others.
- Undertake position responsibilities in accordance with City policies, management practices and procedures.
- Take responsibility and understand the importance of the City's risk management processes, encouraging others to apply it and achieve positive results from it throughout your work.
- Perform other duties as directed.

Selection Criteria	
Education level / Qualifications	
Tertiary qualifications allowing eligibility for Associate Membership of the Australian Library and Information Association	Essential
Knowledge, skills and abilities	
High level verbal communication and interpersonal skills with the ability to develop and maintain positive working relationships with direct teams, customers and other internal and external stakeholders	Essential
High level written communication skills with ability to produce advanced financial and administrative reports	Essential
Highly developed organisational and time management skills with the ability to use initiative and set own work priorities with minimal supervision	Essential
Excellent customer service skills and an ability to develop and promote a culture of customer service excellence	Essential
Demonstrated analytical, problem solving and conflict resolution skills with the ability to adapt and utilise sound decision-making	Essential
Well-developed budgeting and financial management skills, including grant funding	Essential
Well-developed reference and information seeking skills	Essential
Demonstrated ability to supervise and lead employees and in coaching individuals to build capable teams	Essential
Advanced competency with computer software programs, including Microsoft Office, financial systems and Library Management Systems with high level information technology skills	Essential
Ability to apply marketing and promotional principles in a public library environment	Desirable
Experience	
Previous knowledge, experience and skills in a senior management role within a public library environment, including employee management	Essential
Understanding of community development principles and the role of libraries in community development	Desirable
Other	
Current 'C' class driver's license or mechanism to be able to transport yourself between 2 library branches at your own expense	Essential
Current National Police Clearance	Essential

Declaration

I accept the responsibilities as outlined in the position description and understand that these may update from time to time, and that I will be consulted with prior to any significant changes. I commit to role modelling the City's values and commit to the City's Code of Conduct in the course of undertaking my responsibilities.

Employee Signature_____
Name_____
Date:**Alternative format**

This document is available in alternative formats, such as large print, upon request. For more information, please contact the City on (08) 9474 0777.

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Position Creation Date	Date	August 2022	Officer	Manager Library Services
Reviewed/Modified	Date		Officer	