

POSITION DESCRIPTION

Title:	Head of Library & Cultural Services	Position number:	3100001
Business Unit:	Library & Cultural Services		
Division:	Community Services		
Enterprise Agreement Level: Negotiated contract			

Vision & Purpose

Our Vision Cockburn, the best place to be
Our Purpose Together, we strive to create a sustainable, connected, healthy and happy Cockburn community.

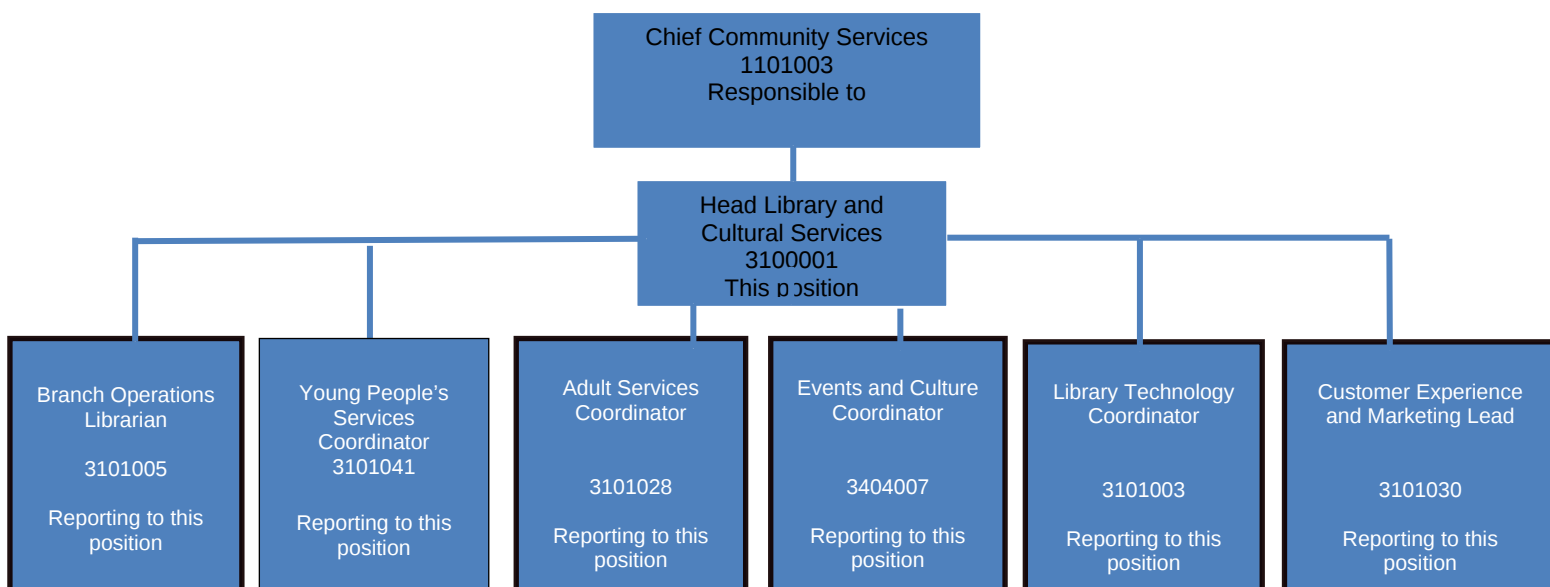
Service Unit Purpose

Our Libraries and Cultural services provide a range of welcoming, inclusive spaces, events and activities to the community that deliver lifelong learning, cultural and social connections, and celebrate and recognise our culture and heritage.

Values

Customer Service We are committed to giving the best possible customer service.
Safety Safety is an integral part of all that we do.
Sustainability We consider the natural, financial and social implications of our decisions.
Accountability We are honest. We are accountable for our actions and decisions.
Excellence We strive for excellence.

Position Relationships



Primary Objective/s

- Lead the development and delivery of high-quality library services, programs and customer experience that increases reading, lifelong learning, and digital literacy outcomes in the community.
- Lead the development, delivery and continual renewal of a range of community events, heritage, cultural and arts activities and programs that recognise and celebrate the City's diversity and heritage.

Specific Accountabilities / Statement of Duties

1. Lead, manage and inspire the Library and Cultural Services team to deliver exceptional Library and Cultural services and experiences for the community.
2. Be fully accountable for the strategic leadership and management of the library and cultural services of Cockburn.
3. Develop, prepare and manage significant budgets to ensure the efficient and effective use of resources.
4. In collaboration with stakeholders, oversee the provision of advice, ideas and appropriateness on the development and installation of public art and events in the community.
5. Maintain Council's continuing relationship with The State Library of Western Australia and the Library Board of Western Australia.
6. Contribute to the development of library services State-wide, through liaison and participation in Public Libraries WA and other peak library industry bodies at the metropolitan, state and national levels.
7. Maintain and continually develop professional awareness and skills.
8. Provide reports, information and strategic specialist advice to council and staff on the current and future needs and operations of Library and Cultural Services.
9. Manage effective promotion, marketing and engagement with the community in relation to Library and Cultural services.
10. Engage with the wider library and GLAM (Galleries, Libraries, Archives, and Museums) professional community to identify emerging opportunities and trends in the profession.

Performance Measurements

Measurement is done against a range of Key Performance Indicators, objectives and projects as detailed in the Library and Cultural Business Service Plans.

Extent of Authority (Judgement/Delegation)

This position operates largely under broad direction and mostly on an autonomous basis.

Purchase Authorisation Level

Delegated Financial Authority: Level 3

Corporate Standards and Legislative Knowledge

Champion and demonstrate the City of Cockburn values, ensuring that behaviour reflective of the City of Cockburn values is encouraged and understood.

Demonstrate commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.

The City of Cockburn actively promotes and encourages sustainability principles and practices. Employees are expected to embrace the concept of sustainability and demonstrate support in how they perform their role.

Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

Appointment Criteria (other than performance outcomes)

Satisfactory National Police Certificate
Drivers Licence C Class

Experience, Qualifications and Skills Required for the Role

Essential Criteria

1. Relevant tertiary qualifications or post graduate qualifications or experience in library and/or cultural or other management areas.
2. Substantial senior management experience in the provision of library services, cultural programs and/or the arts, festivals and events.
3. Demonstrated understanding of the roles of public libraries, community engagement, arts, culture and local heritage in communities, the local government sector and a community and customer focused approach to service delivery.
4. Knowledge of the impact of existing and emerging technologies on information services.
5. Demonstrated ability to motivate staff and foster teamwork to achieve strategic vision and purpose.
6. Excellent verbal and written communication skills with a demonstrated ability to provide informed expert advice prepare high level reports and deliver presentations.
7. Demonstrated budget and expenditure control skills.
8. Developed skills in strategic corporate planning.

Desirable Criteria

1. A tertiary qualification conferring eligibility for Associate membership of the Australian Library and Information Association

Acceptance

I _____ (Employee) hereby confirm my understanding and acceptance of the duties, responsibilities and all other requirements as detailed in this document.

Signed:

Date: ____/____/____