

Position Description

Libraries Operations Team Leader

Position Overview

Department	Libraries, Arts and Culture
Position Status	Permanent Full Time
Classification	Band 7
Location	Based at Hastings however may be required to work across any site based in the Mornington Peninsula Shire municipality
Reports to	Manager Libraries Arts and Culture

About Mornington Peninsula Shire & Team

Mornington Peninsula Shire is responsible for a broad range of more than 70 services, from community services to infrastructure, which supports the wellbeing and prosperity of the Mornington Peninsula community. Our vision is to value, protect and improve the unique characteristics and way of life on our Peninsula.

Our community is at the heart of everything we do, and our organisation is committed to the highest standards of performance, behaviour, and service. To guide us in the delivery of exceptional community outcomes, we live our values of Integrity, Courage, Openness, Respect and Excellence.

As an employer, we are committed to providing an environment that is safe and engaging and enables our people to achieve great things. We are committed to child safety and ensuring our workforce is inclusive and reflects the diversity of our community.

This position works within the Communities division as part of the Libraries, Arts and Culture team. This position is accountable for the operational management of the Mornington Peninsula Library Service in anticipating and meeting the information, recreational/leisure, cultural and lifelong learning needs of the Mornington Peninsula community.

Position Purpose

The role will work in close collaboration with the Manager Libraries, Arts and Culture, MPS Buildings and Property Divisions, external vendors and Library staff (particularly Library Service Coordinators), to ensure that all Library buildings, facilities and equipment meet Council and Library guidelines and requirements. The role will also work towards upgrading infrastructure, processes and policies in conjunction with five direct reports and the broader Libraries team.



Position Description

Libraries Operations Team Leader

Key Responsibilities & Accountabilities

Role Requirements

- Provide clear and inspiring leadership and coordinate the development, delivery and evaluation of the Library service.
- Provide project support services for the Library's ongoing refurbishment, review and improvement program, including developing and collating documents and reports, monitoring and reporting on project progress against milestones and identifying project issues.
- Oversee the Library facilities, and actively make recommendations on Library space planning, Library furniture, equipment, shelving and security, evaluating these against changing student needs and emerging trends in public libraries.
- Build and sustain effective working relationships with a network of internal and external contacts to facilitate excellent communication and the delivery of effective project management services.
- Adopt sound financial management for projects by creating project budget estimates, monitoring budget performance, keeping budget records current and contributing to financial reporting.
- Ensure a healthy and safe workplace for staff and students by advocating and adhering to OHS policy, legislation and best practice, including regular safety inspections and risk assessments, mentoring and providing support to the Library Emergency Wardens, modelling the use of OHS online platforms and reviewing work procedures and incidents.
- Oversee signage, staff rostering, and program delivery to ensure best practice standards are in place.

Relationship Management

- Drive strong management and leadership within the Unit as well as numerous Casual staff and contractors.
- Create a positive environment that fosters innovative work practices and a commitment to best practice, in line with the MPS Libraries Culture Plan and codes of conduct.

Organisational Responsibilities

- Role model the Mornington Peninsula Shire Values
- Comply with Council policies, procedures, and guidelines
- Monitor actions to ensure budget and procurement requirements are met.
- Project manage key initiatives and projects on time to achieve desired outcomes
- Ensure compliance with Privacy legislation and personal information confidentiality requirements
- Encourage and promote a culture of risk minimisation and management
- Create, maintain, and foster a safe work environment
- Maintain professional expertise, performance, and personal development



Position Description

Libraries Operations Team Leader

Experience & Capabilities

Qualifications and Experience	<ul style="list-style-type: none">- Tertiary qualification(s) and/or substantial experience in Libraries.- Proven experience in managing Library facilities including continuous improvement practices.
Specialist Skills & Knowledge	<ul style="list-style-type: none">- Demonstrated highly developed financial skills and proven ability to deliver complex and large-scale creative projects on time, within scope and on budget.- A highly developed understanding of general occupational health and safety principles and public safety principles.- Well-developed planning, organisational, reporting and documenting skills.- Current Drivers licence and Working with Children Check
Interpersonal & Management Skills	<ul style="list-style-type: none">- Sound organisational, time management and administrative skills including the ability to set priorities, work independently and perform well under pressure.- Highly developed communication and interpersonal skills, including the ability to prepare a range of documentation and to negotiate, interact and gain commitment from a range of stakeholders.- Provide leadership and support to direct reports, appraise performance and ensure that staff receive appropriate performance management and development opportunities; support and enable people planning through development of strategies on recruitment, retention, professional development and succession planning.- Demonstrated experience in monitoring and reporting of budgets, forecasts and expenditure management.- Apply a high degree of professional skill and judgement when carrying out the key responsibilities and identify and communicate any new opportunities or practices where appropriate.
Judgement & Decision Making	<ul style="list-style-type: none">- Make formal recommendations to the Manager Libraries, Arts & Culture relating to strategic directions, marketing and staff resourcing issues.- Foster a performance-based culture and drive accountability by coaching, mentoring and empowering direct reports.- Demonstrated high level problem solving
Accountability & Extent of Authority	<ul style="list-style-type: none">- Act as a trusted advisor to the Manager Libraries Arts and Culture on matters pertaining to organisational strategy, specialist areas, leadership and change.- Contribute to the development of strategic plans, business plans and other corporate reporting- Contribute to quarterly and annual reports as required.



Position Description

Libraries Operations Team Leader

Personal Qualities

- Commitment to living Mornington Peninsula Shire values.
- Recognises the importance of working collaboratively with stakeholders; develops and fosters a broad range of relationships; manages and monitors key customer interactions; sets high expectations for exceptional service delivery; holds self and others accountable for high standards of service.

Other Relevant Information

- This position description is an overview of the role and the incumbent may be directed to carry out additional duties as required.
- The incumbent must hold work rights to hold a permanent full-time position in Australia
- A current Victorian drivers' licence is required and licence audits may be conducted if the person is required to drive a Shire vehicle as part of this role
- This role requires a Police and Working with Children Check and may require further assessments such as qualification and fitness to work assessments
- The incumbent is required to participate in the annual Goals & Performance Review program

Approval & Understanding

The following signatures are required to indicate understanding, agreement and approval of the position description.

Position description approved by:

Name: Karina Lamb

Title: Manager – Libraries, Arts & Culture

Date: 06/01/2021

I have read and understood the requirements set out in this Position Description

Incumbent's Name:

Signature:

Date:

