

POSITION TITLE	Coordinator Library Services				
POSITION CODE	LIB001				
REPORTS TO	Manager Customer & Technology				
GROUP	Community & Corporate				
ORG UNIT	Community & Corporate			TEAM	Library Services
CLASSIFICATION	Band	2	Level	3	GRADE 11
EFFECTIVE DATE	20 th January 2020			REVISED DATE	
REQUIREMENTS	<input type="checkbox"/> Nil <input type="checkbox"/> Qualifications Check <input type="checkbox"/> Police Check <input type="checkbox"/> Working with Children Check				
ACCOUNTABILITY	EXPENDITURE / BUDGET MANAGED			SUPERVISION	
	<input type="checkbox"/> No responsibility <input checked="" type="checkbox"/> Manages up to \$10,000 <input type="checkbox"/> Contributes to budget control			<input type="checkbox"/> No Supervision <input checked="" type="checkbox"/> Directly supervises 9 people <input type="checkbox"/> Indirectly Supervises 0 people	

Primary Purpose

Diagnose, improve and guide the work of the Library Services team and collaborate as a leader in delivering the council's Operational Plan.

Portfolio

Library Services	
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Accountabilities

1. Coordinate work plans to meet community needs and organisational priorities now and into the future.
2. Monitor, review and report on goals and performance measures that link community needs and organisational priorities to service delivery.
3. Coordinate financial, human and physical resources to enable service delivery.
4. Deliver the services of the portfolio in accordance with legislation, adopted strategies and plans to meet community needs and organisational priorities.
5. Guide the portfolio's contribution and performance to enhance service quality, accessibility and responsiveness.
6. Inform, advise and guide the utilisation of library resources, technology and in-person engagement to support the continuous improvement of service delivery through expanding channels across the council.
7. Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity.




Key Relationships



Internal	External
Executive Leadership Team	Riverina Regional Library
Leadership Group	Local Government Bodies
Communication & Marketing Officer	Business and Community Groups

Council Values

Council's values of Respect, Safety and Integrity guide the decisions, actions and conduct of all employees.

Capabilities

 <p>Workforce Leadership</p>	<p>Manage and Develop People</p> <p>Creates a positive culture that engages and encourages employees to do their best through inclusive, effective and timely performance management, development planning, talent identification and succession planning</p>
	<p>Inspire Direction and Purpose</p> <p>Articulates a shared vision of the organisation's future, and generate understanding and commitment to the organisation's goals and strategies, communicating and championing the way forward and celebrating achievements</p>
	<p>Optimise Workforce Contribution</p> <p>Ensures systems, processes and workforce structure are aligned with organisational strategies and that talent management and diversity principles are applied to optimise efficiency and sustainability</p>
	<p>Lead and Manage Change</p> <p>Develops the appropriate change approach, communicates a compelling case for change, builds awareness, understanding, support and commitment to the change effort and addresses cultural barriers to change</p>
	<p>Manage Self</p> <p>Demonstrates motivation to serve the community, make an impact and advance the organisation by modelling initiative and decisiveness and seeks opportunities for knowledge sharing, feedback and growth</p>
 <p>Personal Attributes</p>	<p>Display Resilience and Adaptability</p> <p>Creates an environment that encourages openness and debate around critical issues and persists in the face of significant, complex and novel challenges whilst managing own emotions and acting as a stabilising influence</p>
	<p>Act with Integrity</p> <p>Champions, models and reinforces ethical and professional behaviour, creates an environment in which employees feel empowered to challenge and report inappropriate behaviour and acts promptly in response to complex ethical and people issues</p>
	<p>Demonstrate Accountability</p> <p>Acts in the public interest, makes and takes ownership of difficult decisions, creates an environment in which employees feel supported to take responsibility and establishes effective governance systems to ensure safe work practices and to mitigate and manage organisational risk</p>
	<p>Communicate and Engage</p> <p>Puts forward compelling arguments, explains complex concepts and addresses key areas of interest appropriately for diverse audiences and invites, actively listens and responds respectfully to questions, comments and suggestions</p>
 <p>Relationships</p>	<p>Community and Customer Focus</p> <p>Creates a culture that embraces quality customer service and ensures that community needs are central to strategic planning processes and that services contribute to social, environmental and economic sustainability of the community</p>
	<p>Work Collaboratively</p> <p>Communicates and models the expectation of collaboration and inclusiveness across the organisation and establishes systems, structures, practices and relationships to facilitate sharing and learning across the organisation, region and sector</p>
	<p>Influence and Negotiate</p> <p>Credibly promotes the organisation's position in the community, region and sector and uses evidence-based arguments supported by expert opinion and a wide network of professional relationships to influence and negotiate</p>

 <p>Results</p>	<p>Plan and Prioritise</p> <p>Establishes and communicates strategic objectives and plans ensuring these plans are a driving focus for operational planning and prioritisation, and ensures effective governance of program and project management</p>
	<p>Think and Solve Problems</p> <p>Quickly grasps unfamiliar concepts and deals comfortably with complexity and makes good decisions based on available evidence, observed patterns and evaluation of risks and benefits</p>
	<p>Create and Innovate</p> <p>Champions, models and supports the value of initiative and continuous improvement by staying up to date with industry, national and global practices and trends and challenging the status quo</p>
	<p>Deliver Results</p> <p>Creates a culture of achievement by setting high expectations for self and others and removing barriers to achievement of sustainable outcomes, and drives organisational activity in an environment of ongoing change and uncertainty</p>
	<p>Finance</p> <p>Sets organisational strategies and plans, makes decisions with reference to appropriate financial indicators and creates a culture that respects the obligation to manage public monies and other resources responsibly through good governance and risk minimisation strategies</p>
	<p>Assets and Tools</p> <p>Engages in strategic planning to ensure council and community assets support efficient and effective service delivery and creates a culture that respects the role of council as custodians of community assets through good governance and risk minimisation strategies</p>
 <p>Resources</p>	<p>Technology and Information</p> <p>Enables efficient and effective applications of technology and information management through good governance and exploration of emerging technologies</p>
	<p>Procurement and Contracts</p> <p>Ensures procurement and contract management policy and procedures are in place and being consistently implemented through good governance and audit processes</p>

Essential Criteria

1. Tertiary qualification in Library & Information Science or equivalent, or equivalent knowledge and skills gained through experience.
2. Contemporary experience in leading and managing library services.
3. Demonstrated ability to provide a high standard of customer service to internal and external customers.
4. Demonstrated ability to effectively engage with external stakeholders including government agencies, professional associations, private sector, industry and the community.
5. Demonstrated ability to manage, coach and support staff to achieve work targets and performance objectives.
6. Current Class C drivers' licence.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, policies, procedures and plans.

Name (please print)

Signature

Date