

Position Title:	Librarian Collections
Level:	Salaried 5
Department:	Community and Client Services
Program:	Community Lifestyle
Position Number:	LS0034

Position Objective

To oversee all aspects of developing and maintaining the Library Services collections, ensuring that the collection is relevant, well-used and up-to-date to meet the community's needs of a modern library for information, leisure and lifelong learning.

Key Responsibilities

Shall include, but not be limited to:

Technical

1. Exercise responsibility for all aspects of collection development and maintenance, including cataloguing, classification, serials, circulation, acquisitions and materials processing, ensuring optimum utilisation of financial, physical and human resources.
2. Plan, implement and manage all collection inventory processes, including developing and documenting standard procedures and practices to maintain the accuracy and integrity of the collection.
3. Collect, analyse and report on data relating to collection processes and the strategic and operational performance of the team.
4. Contribute to the documentation and review of "as is" procedures and work instructions and propose solutions to identified business challenges.

Leadership

5. Lead, develop and empower staff to be an effective multi-skilled team committed to continuous improvement.
6. Contribute to the development of strategic and operational plans for the library service and assist with their implementation within the scope of responsibility.
7. Build and maintain strong collaborative working relationships with internal and external stakeholders.
8. Assist to provide an environment and culture that ensures workplace health and safety, industrial health and hygiene, psychological safety, and wellbeing, for all people within the workplace.
9. Assist in the review and implementation of operational processes.
10. Ensure the timely, effective and efficient completion of allocated tasks and ensure all tasks are completed in accordance with Service Level Agreement (SLA) and/or standards of work.

Other

11. Other responsibilities as delegated by Management within the scope of this position

WH&S Obligation and Responsibilities Statement

Attached to this position description is a WH&S Obligation and Responsibilities Statement that outlines the Workplace Health and Safety requirements of this position.

Position Capabilities:

Qualifications

Essential

- Tertiary qualifications in Library and Information studies or other related field
 - Degree (preferred), with relevant experience; OR
 - Associate diploma, with substantial experience; OR
 - Less formal qualifications, with specialist skills sufficient to perform the duties required at this level.
- Working with Children Blue Card.
- *QLD "C" Class Drivers Licence or interstate equivalent. Note: interstate licences must be transferred to QLD within three (3) months of commencement.*

Desirable

- Associate membership of Australian Library and Information Association (ALIA).

Experience

Essential

- Practical experience in a library environment.

Skills

Essential

- Proven ability to develop and manage library collections, including the use of library collections systems, such as Collection HQ.
- Proven ability to lead and develop staff as individuals and in a team environment, having the capacity to draw the best out of others, encouraging them to contribute and to identify personally with group and corporate objectives.
- Ability to maximise the benefits of new technology and innovative practices.
- Proven ability to collect and analyse statistical and trend information and produce reports.
- Demonstrated experience in change management, continuous improvement and an appreciation for the long-term goals of the organisation.
- Strong analytical approach to problem solving.
- Ability to interpret, implement or exercise judgement & initiative where procedures not clearly defined.

Knowledge

Essential

- Sound discipline knowledge gained through experience of public library systems, databases, and digital platforms through which collections are housed and accessed.
- Understanding at the operational and technical level of public library cataloguing principles and procedures.

Desirable

- Knowledge of statutory requirements relevant to Library Services (e.g. Local Government Acts and Regulations, Equal Employment Opportunity and Anti-Discrimination Acts).
- Knowledge of Mackay Regional Council policies relevant to Library Services.
- Understanding of Mackay Regional Council's Enterprise Risk Management Policy and Framework objectives as they impact the position.

Organisational Relationships

Reports to:	Coordinator Programs, Systems & Collections
Supervision of:	Collection Services team members
Internal Liaison:	Mackay Regional Council Staff
External Liaison:	General public, State Library of Queensland and public library networks

WH&S OBLIGATION AND RESPONSIBILITY STATEMENT – SUPERVISORS, MANAGERS, EXECUTIVE MANAGERS

All employees have a legal obligation to comply with statutory and *Mackay Regional Council* WH&S Management System, SafePlan, WH&S policies, procedures and work instructions. Managers and Supervisors are responsible and accountable to their Senior Manager for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control.

Responsibilities include

1. Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
2. Implementing, maintaining and monitoring the WH&S Management System Plan and Monthly Action Plans (MAPs) within their area of responsibility.
3. Being aware of Key Performance Indicators (KPIs) that have been set by Senior Management.
4. Assisting with the development and implementation of departmental WH&S policies, procedures and work instructions.
5. Providing information relating to WH&S to employees through team meetings, Toolbox Talks or information sessions.
6. Conducting hazard inspection at all relevant workplaces in accordance with the 'Hazard Inspection Matrix'.
7. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also as required, assisting or participating in the carrying out of risk assessments on identified hazards.
8. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the WHSA within the required timeframes.
9. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions.
10. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
11. Enforcing the wearing of all required personal protective equipment and ensuring that the equipment is worn correctly.
12. Ensuring a high standard of housekeeping is maintained within their area of control.
13. Ensuring that no hazardous substance is purchased, or used, without first carrying out a risk assessment and gaining approval from the relevant person.
14. Ensuring that all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
15. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.
16. Attend WH&S Committee meetings as required.

Librarian Collections Selection Criteria

Key Selection Criteria are used during the recruitment and selection process to assess the skills and experience of applicants in accordance with the competencies required of the role.

Criteria:	Weighting
Proven ability to develop and manage library collections, making full use of library collections systems such as Collection HQ, including an awareness of current trends, new technologies and innovative practices.	25%
Demonstrated experience leading a successful team, including workload management, capability development, performance management and management of day-to-day operations.	25%
Well-developed planning, organisational and problem-solving skills and the ability to make sound judgments.	20%
Demonstrated capability in developing positive working relationships with key internal and external stakeholders.	15%
Ability to adapt to changing work environments and/or conditions while maintaining a positive attitude and a commitment to continuous improvement.	15%
Working with Children Blue Card.	Essential
Current QLD "C" Class driver's license <i>or interstate equivalent. Note: interstate licences must be transferred to QLD within three (3) months of commencement.</i>	Essential
Tertiary qualifications in Library and Information studies or other related field : <ul style="list-style-type: none"> • Degree (preferred), with relevant experience; OR • Associate diploma, with substantial experience; OR • Less formal qualifications, with specialist skills sufficient to perform the duties required at this level 	Essential