Position Description

Library Services Lead – Outreach & Partnerships

Mornington Peninsula Shire

About Us

Mornington Peninsula Shire Council is a workplace where you will truly belong. 85% of our team believe this is a great place to work. We champion flexible work, continuous learning, and a supportive culture for all. Our people are united by passion, respect, and a drive to advance our community's future.

Our Community Vision

Welcome (Wominjeka), we celebrate, protect and enhance our unique blend of coast, hinterland, Green Wedge, and heritage – fostering our diverse culture and connected villages, townships and community.

We are committed to supporting community groups, sustainable and balanced growth, a vibrant local economy, fit-for-purpose infrastructure, and ensuring a prosperous, safe, accessible and inclusive future for all.

Our Values	Integrity • Courage • Openness • Respect • Excellence
Diversity & Inclusion	We welcome everyone and are committed to creating an inclusive workplace. This includes, but is not limited to, First Nations peoples, people with disability, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds, migrants, carers, and people of all genders, ages, faiths, and lived experiences.
Why Work with Us	Flexible and hybrid working options Career development & learning opportunities Supportive, inclusive, and innovative culture

Serving Our Community

At Mornington Peninsula Shire Council, you will join people who take pride in their local area and are enthusiastic about creating positive change.

Customer Commitment	We make it easy • We serve consistently • We respond proactively
Environmental Commitment	We protect and enhance our Mornington Peninsula's natural environment.
Commitment to Children	We create safe, welcoming spaces for all young people to thrive.

Capabilities

Our Future Capabilities Framework identifies the key capability development areas we are all committed to developing.



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Mornington Peninsula Shire

Position Details

Role Title	Library Services Lead – Outreach & Partnerships		
Unit / Directorate	Community Service / Communities		
Location	Based at Hastings Office and within Library Branches; may be required to work across any location within the municipality.		
Band	6		
Reports to	Coordinator - Library Services		
Type	☐ Full Time ☒ Part Time ☐ Casual ☒ Permanent ☐ Temporary / Contract	**Hours per week**	30.4 (0.8 FTE)
Mandatory checks	National Police Record Check Working with Children Check Drivers Licence		
Position Purpose	The Library Services Lead - Outreach & Partnerships leads the development of strategic partnerships, outreach initiatives and collaborative projects that expand library service reach, strengthen the planning and delivery of Library Van services, secure resources, and deliver outcomes that support Council priorities and community needs.		

Your Role

As Library Services Lead - Outreach & Partnerships, you will lead the planning, development and evaluation of outreach programs, Library Van services, partnerships and collaborative initiatives that strengthen community connection, learning, wellbeing and inclusion. You will represent the service and organisation within government, community and public library sector networks, fostering strong relationships with internal and external stakeholders.

The role identifies and pursues opportunities to develop partnerships, co-design programs, and deliver collaborative projects that enhance community outcomes and support innovative and sustainable approaches to service delivery.

You will also lead the planning and evaluation of Library Van routes, collections, programs and outreach activities, ensuring mobile library services remain responsive to community needs and deliver equitable access across the municipality.

What success looks like

- **Strategic partnerships and stakeholder engagement -** Strong and productive relationships are established and maintained with community organisations, local services and sector partners. Partnerships are aligned with Council priorities and contribute to enhanced community outcomes, service reach and organisational reputation.

- **Outreach and community connection -** Outreach programs and initiatives are informed by community needs and delivered effectively to increase participation, access, inclusion and engagement with library services. Priority population groups are identified and supported through targeted and responsive outreach activities.

- **Library van service planning and evaluation** – Library Van services, collections, programs and outreach activities are planned, monitored and evaluated to ensure they are responsive, sustainable and aligned with community needs. Service performance data, community feedback and operational insights are used to inform continuous improvement, enhance customer experience and support equitable access to library services across the municipality.

- **Sector leadership and collaboration -** The library service is actively represented across relevant local government, community and public library sector networks. Emerging opportunities, trends, innovations and collaborative initiatives are identified and leveraged to strengthen service delivery and strategic outcomes.

- **Partnerships and resource development -** Funding opportunities, grants, sponsorships and collaborative resourcing arrangements are proactively pursued and successfully secured. Partnerships deliver shared value, maximise available resources and support the achievement of community and organisational objectives.

- **Project delivery and continuous improvement -** Collaborative projects and initiatives are delivered within agreed objectives, timeframes and resources. Data, feedback and evaluation inform decision-making, strengthen partnerships and support continuous improvement across outreach and engagement activities.

Required Knowledge & Experience

- **Education & Experience –** Tertiary qualification in social sciences, community development or engagement, or a related discipline, and/or significant experience in a similar role. Demonstrated experience developing partnerships, leading community engagement initiatives and service planning.

- **Written and oral communication -** Highly developed interpersonal, communication and facilitation skills, with the ability to consult, influence, negotiate and build effective relationships with a diverse range of stakeholders. Proven ability to advocate, negotiate, influence and represent an organisation within professional and community forums.

- **Stakeholder engagement -** Proven ability to establish, influence and maintain productive relationships with a diverse range of internal and external stakeholders. Experience working collaboratively with community organisations, government agencies, peak bodies, educational institutions and sector networks to achieve shared outcomes.

- **Project delivery -** Demonstrated experience planning, delivering and evaluating community programs, outreach initiatives and cross-organisational projects. Ability to identify opportunities, coordinate stakeholders and deliver outcomes within agreed timelines and resources.

- **Strategic thinking and community insight -** Strong understanding of contemporary community development, public libraries, local government and partnership-based service delivery. Ability to analyse community needs, identify emerging trends and translate opportunities into practical initiatives that support community wellbeing and organisational objectives.

Role Capabilities

To succeed in this role, we will be looking for existing capabilities in the below core areas.

Capability	Description
Continuous Improvement	Identifies and implements local and organisation wide solutions to deliver value through process and systematic re-design and improvements.
Customer Centred	Understands customer & community needs and designs service and systems to respond to these. Leads customer- centricity within team and services.
Communicate Effectively	Communicates with impact across a wide range of internal and external stakeholders including strong persuasion and negotiation for positive outcomes.
Collaborate and Network	Initiates cross-functional collaboration, builds strategic networks and influences key stakeholders to align around organisation goals.
Vision and Strategic Foresight	Anticipates changing conditions and develops strategies to be prepared for emerging opportunities and challenges for long term impact.