Position Description

Library Services Lead – Planning & Engagement

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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Position Details

Role Title	Library Services Lead – Planning & Engagement		
Unit / Directorate	Community Services / 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**	30.4hrs 0.8 FTE
Mandatory checks	National Police Record Check Working with Children Check Drivers Licence		
Position Purpose	The Library Services Lead – Planning & Engagement leads the planning, evaluation, advocacy and promotion of the Library Service. The role drives evidence-based decision-making, community-informed service design and long-term sustainability, ensuring library services remain responsive to community needs, aligned with Council priorities and positioned for future growth.		

Your Role

As Library Services Lead – Planning & Engagement, you will lead the strategic planning, evaluation, advocacy and promotion of the library service. You will drive the implementation of the Library Strategy, lead community engagement and service evaluation activities, and use data, insights and emerging trends to inform decision-making, innovation and continuous improvement. Working across Council and with external stakeholders, you will strengthen the profile, impact and sustainability of library services through strategic advocacy, funding opportunities, performance reporting and effective communications.

What success looks like

- **Strategic planning and performance –** The Shire's Library Strategy and aligned plans and policies are developed and implemented effectively, with community insights, service data and evaluation findings informing strategic decision-making, service design and future priorities. Planning, performance reporting and evaluation activities provide clear evidence of the impact and value of library services and support continuous improvement.

- **Community engagement and advocacy –** Community and stakeholder engagement activities capture diverse perspectives and meaningfully influence service planning and development. The value and contribution of library services are effectively advocated within Council and the broader community, with strong stakeholder relationships, strategic partnerships and external

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funding opportunities leveraged to attract investment, support innovation and strengthen the sustainability and impact of library services.

- **Marketing and communications -** Marketing, promotional and communication initiatives and content are developed effectively to increase awareness, participation and engagement with library services, programs and partnerships. Collaboration with Council's communications team and key stakeholders enables delivery of clear, consistent and audience-focused content that supports community outcomes.

- **Innovation, funding and sustainability -** Emerging trends, research, community feedback and customer insights are translated into innovative service improvements, funding opportunities and strategic initiatives that enhance community outcomes, strengthen customer experience, attract investment and support the long-term sustainability of library services.

Required Knowledge & Experience

- **Education & Experience –** Tertiary qualification in Library and Information Management, Social Sciences, Community Engagement, or a related discipline, and/or significant experience in a similar role. Demonstrated experience leading strategic planning, policy development, service evaluation and performance reporting within a local government, library, community or related environment.

- **Written and oral communication -** Highly developed written, verbal and interpersonal communication skills, with the ability to develop strategic plans, strategies, reports and business cases, and translate complex information into clear and compelling messages for diverse audiences.

- **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.

- **Engagement, partnerships and advocacy -** Demonstrated experience building and maintaining productive stakeholder relationships and strategic partnerships, with highly developed communication and engagement skills. Proven ability to influence, collaborate and advocate for services, fostering meaningful community connections while articulating organisational value and community impact to support strategic planning and outcomes.

- **Governance, Risk and Compliance -** Sound knowledge of legislation, policies and contemporary practice relating to child safety, public events, risk management, occupational health and safety, and access and inclusion. Demonstrated ability to apply governance and compliance requirements in the planning and delivery of programs and events.

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Role Capabilities

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

Capability	Description
Critical Thinking	Utilises analytical thinking when considering information and solutions. Uses judgement and problem solving based on analysis of root causes and testing logic.
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.
Culture and Inclusion	Creates and deliberately champions an environment of belonging, engagement and safety across the whole organisation. Drives strategies and interventions to ensure organisation culture is in line with Shire values and strategic direction.
Creative Innovation	Generates creative and innovative ideas to challenge the status quo and explore new ways to achieve goals and approach opportunities. Supports and manages calculated risk taking to explore and encourage innovation.

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