Position Description

Library Services Lead – Reading & Collections

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.



Document Set ID: 7252779
Version: 1, Version Date: 10/11/2026

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Position Details

Role Title	Library Services Lead – Reading & Collections		
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 (Libraries)		
Reports to	Coordinator - Library Services		
Type	☒ Full Time ☐ Part Time ☐ Casual ☒ Permanent ☐ Temporary / Contract	**Hours per week**	35
Mandatory checks	National Police Record Check Working with Children Check Drivers Licence		
Position Purpose	The Library Service Lead - Reading and Collections provides strategic leadership for the development, management and promotion of library collections, reading initiatives and resource offerings. The role ensures collections are responsive to community needs, informed by industry trends and aligned with Council's strategic objectives.		

Your Role

As Library Service Lead - Reading and Collections, you will lead the strategic direction, development and performance of library collections, reading initiatives and associated service initiatives across the library network. You will utilise community insights, industry knowledge and data analysis to ensure collections and services remain contemporary, accessible and relevant. You will drive innovation in collection development, literacy promotion and reading engagement while overseeing procurement, supplier relationships and resource planning to achieve best value outcomes. The role will also contribute to service planning, policy development, project delivery, stakeholder partnerships, and continuous improvement initiatives that strengthen community participation, learning and access to information.

What success looks like

- **Portfolio leadership and service development –** Library collections are diverse, contemporary and responsive to community interests, demographic trends and emerging reading behaviours. Collection development practices are informed by evidence, supported by data and aligned with industry best practice.

- **Service planning and innovation –** Library collection and reading services evolve in response to changing community needs, technology and industry trends. Opportunities for innovation are identified and implemented to improve customer experiences and enhance community outcomes.

Document Set ID: 7252779
Version: 1, Version Date: 10/11/2026

- **Reading and literacy promotion -** Reading and literacy initiatives increase community participation and encourage lifelong learning. Collections and resources are actively promoted through innovative campaigns, partnerships and engagement activities that connect people with books, ideas and information.

- **Procurement and resource stewardship -** Procurement activities support quality, value for money and effective supplier relationships. Library resources are planned and managed strategically to maximise community benefit while maintaining compliance with Council policies and legislative requirements.

- **Stakeholder engagement and collaboration -** Builds and maintains effective relationships with internal stakeholders, community groups, education providers, sector networks, partner organisations and external stakeholders to support service priorities and community outcomes. Provides leadership in collection development, reading and literacy initiatives, ensuring community needs, feedback and emerging trends inform service planning and delivery, while fostering collaboration, innovation and continuous improvement across the library service.

- **Project delivery and continuous improvement -** Projects and service improvements are successfully delivered within agreed timeframes and objectives. Data, feedback and evaluation are used to inform decision making, strengthen service performance and support continuous improvement across the library service

Required Knowledge & Experience

- **Education & Experience –** Tertiary qualification in Library and Information Services recognised by ALIA (desirable) or extensive experience in a similar role. Demonstrated experience in public library collection development, collection management, readers' advisory, literacy promotion and strategic service planning is highly regarded. Experience in local government, libraries or other complex service-based organisations is desirable.

- **Written and oral communication -** Highly developed written and verbal communication skills, with the ability to prepare clear and concise reports, correspondence and recommendations, communicate complex information to diverse audiences, and manage customer enquiries and sensitive issues with professionalism, diplomacy and sound judgement. Proven ability to build productive relationships, influence stakeholders, negotiate effectively and advocate for library services.

- **Collection strategy and analysis -** Demonstrated expertise in contemporary collection management principles, library systems, acquisitions processes and emerging trends in public library service delivery. Proven ability to analyse collection and service data, identify trends and apply insights to strategic planning, decision making and continuous improvement.

Document Set ID: 7252779
Version: 1, Version Date: 10/11/2026

- **Problem solving and innovation –** Proven ability to identify opportunities, solve complex problems and implement practical, innovative solutions that enhance library services and community access to collections and reading experiences.

Role Capabilities

Commented [KI1]: Suggestion to remove two with overlap

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

Capability	Description
Vision and Strategic Foresight	Anticipates changing conditions and develops strategies to be prepared for emerging opportunities and challenges for long term impact.
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.
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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