

Position Description

Collection & Resources Senior Officer – Libraries



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 all – including First Nations peoples, people with a disability, women, LGBTIQA+ individuals, culturally diverse communities, migrants, and carers.
Why Work with Us	Flexible and hybrid working options Career development & learning opportunities Supportive, inclusive, and innovative culture

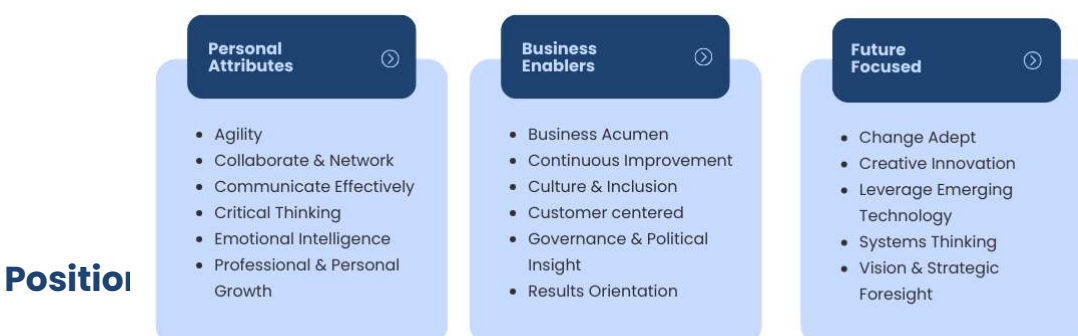
Serving Our Community

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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Role Title	Collection & Resources Senior Officer		
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	General Band 7		
Reports to	Team Leader – Libraries		
Type	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary / Contract	Hours per week	22.8
Mandatory checks	National Police Record Check Working with Children Check Drivers Licence		
Position Purpose	The Collection & Resources Senior Officer – Libraries oversees collection and resources management to achieve the services operational and strategic objectives in line with the Council Plan, Municipal Health & Wellbeing Plan and Library Strategy.		

Your Role

As our Collection & Resources Senior Officer – Libraries, you will be responsible for driving strategic planning and sourcing of collections and resources across our library service to deliver best value for the community. You will implement resource planning and procurement strategies that support Council’s long-term goals. The role oversees collection management, facilities, equipment and assets, including preparation and submission of grants and business cases for funding.

What success looks like

- Strategically aligned, best practice collection management**
 Collection is well curated, innovative, meeting and anticipating future industry trends, evaluated for relevancy and usage and meeting community needs. Collection is actively promoted through targeted campaigns and community engagement initiatives, ensuring awareness of new and innovative resources.
- Strategically aligned, best practice resource management**
 Up to date asset plans are in place for all resources including but not limited facilities, equipment and assets with strategically driven maintenance and replacement programs. Business cases are developed, and funding is actively source internally and externally.
- Operational Efficiency and Best Value**
 Streamlined, efficient and best value procurement practices and supplier management that meet organisational and community needs. Procurement activities consistently meet legislative, policy, and ethical standards, strengthening Council’s risk management and accountability.

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Mornington
Peninsula Shire

- **Project Management**

Initiatives and projects are planned, executed, and delivered on time, within scope and budget, and aligned with the Library Strategy and Council Plan. Risks are proactively identified, documented, and mitigated; stakeholders are engaged throughout the project lifecycle to ensure transparency and collaboration. Project outcomes contribute to service improvement, innovation, and measurable community benefit.

Required Knowledge & Experience

- **Education & Experience** – Hold Graduate Diploma or Degree library qualification as recognised by ALIA (desirable) or significant experience in a similar role. Extensive experience in front facing service resource management preferably within a public library. Proven experience and expertise in strategic library collection management and development, including public library cataloguing standards and practice.
- **Written & Oral Communication** – Highly developed communication skills to effectively manage suppliers, influence stakeholders, resolve conflict, and advocate for library services across internal and public forums through clear, persuasive, and professional dialogue.
- **Numeracy & Data** – Demonstrated high level of ability to evaluate data and service provision, using this to drive continuous improvement and inform service and community needs.
- **Problem solving** – Demonstrated ability to respond to issues, problems and opportunities that arise and manage varied work requirements with a keen attention to detail.

Role Capabilities

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

Capability	Description
Critical Thinking	Analyses complex information, anticipates future trends and makes informed strategic decisions that drive long term success.
Agility	Responds proactively to emerging challenges and opportunities and seizes opportunities in dynamic environments.
Business Acumen	Understands the broader industry, market, and drivers to analyse performance and identify challenges and opportunities. Leverages commercial tools and frameworks to progress business cases and results.
Continuous Improvement	Builds and maintains a culture of continuous improvement that results in streamlined and high-performance customer impact.
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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Vision and Strategic
Foresight

Anticipates changing conditions and develops strategies to be prepared for emerging opportunities and challenges for long term impacts.