POSITION DESCRIPTION

Position Title:	Dubbo Libraries Coordinator (Dubbo & Wellington)	**Position Code:**	4-DLC
Division:	Community Culture & Places	**Grade:**	H
Location:	Dubbo	**Hours/Week:**	35
Reports to:	Manager Macquarie Regional Library		
No. Direct Reports:	3	**No. Indirect Reports**	7

Primary Purpose of Position
The position is responsible for developing operational policies, plans and programs for the Dubbo Libraries that support community-focused needs and outcomes. Dubbo Libraries' operational targets, performance, and reporting are key responsibilities of the position. The position contributes to the regional library's planning activities.

Key Accountabilities / Duties	
Key Result Area	**Primary Activities/Measures**
Community and customer library services.	• Develop high-quality library services that increase literacy levels and recreational and digital literacy outcomes. • Undertake planning activities that provide excellence in library and information service customer experiences. • Develop branch library plans for the broader community, targeted groups, and inclusive promotional strategies. • Participate in rostered circulation duties (limited) to retain a focus on customer and staff support needs.
Library Services Planning	• Contribute to regional library services planning and formulation of relevant, customer-focused strategies and services. • Provide input into the regional library's strategic, operational and policy plans and documents. • Review and evaluate Dubbo Libraries' services, programs and collections. • Coordinate the Dubbo Libraries collection management and effectively utilise community feedback and staff expertise to ensure a balanced and relevant collection. • Review and report on technology needs relevant to customer and branch services. • Investigate and report on changing trends in library service provisions. • Submit high-quality reports relating to Dubbo Libraries' performance. • Actively collaborate with other stakeholders on projects, plans and programs. • Coordinate branch budget, including draft budget planning. • Contribute to grant funding applications and income-generating opportunities. • Coordinate branch staff training plans and learning opportunities.

Key Accountabilities / Duties	
Leadership	• Model, promote, and support leadership, decision-making, and problem-solving through planning, coaching, and developing staff potential. • Build a proactive and high-performing team. • Act as Manager of Macquarie Regional Library and other duties as required.
Community Engagement	• Assist in developing and maintaining relationships with relevant internal and external stakeholders. • Coordinate planning for the Dubbo Libraries' annual and special events program.
Marketing and Promotion	• Contribute to the development of the regional library marketing and promotion plan. • Oversee and report on the Dubbo Libraries Marketing and Promotional Plan.
Operational Responsibilities	• Prepare monthly, quarterly, and annual Dubbo Libraries reports. • Coordinate the Dubbo Libraries' emergency plan and facilities maintenance. • Monitor Dubbo Libraries' budget and approve invoices, petty cash, and timesheets, as required. • Oversight of day-to-day Dubbo Libraries operation, assets and facilities. • Oversight of effective and efficient staff rostering system. • Oversight of Dubbo Libraries procedures, including cash handling. • Oversight of accurate Dubbo Libraries' statistics collation. • Coordinate tradespeople and maintenance activities for the Dubbo Libraries' buildings. • Escalate significant customer and safety feedback and complaints to the manager within one (1) working day.

Inherent Requirements of the Position

- The position includes weekend rostered work, Saturday and Sunday, and at other times on a needs basis only.
- Class C Drivers Licence
- Working With Children Check
- Current First Aid Certificate
- This position requires a pre-employment health assessment.
- A component of this role is customer service based at the circulation desk, using computers/electronic systems. An inherent requirement of this position is the ability to complete sustained periods of work standing or sitting at a desk utilising computers/electronic systems or other office-based equipment.
- The position requires wearing an MRL identification badge when working in an MRL library and at formal meetings and public events.
- This position operates from the Dubbo Library and requires infrequent travel to the Wellington Branch Library

Selection Criteria

Essential

1. Degree in Library and Information Science with eligibility for professional Australian Library and Information Association (ALIA) membership.

Selection Criteria
2. Significant experience in developing and delivering high-quality library & information services. 3. Demonstrated experience in leading and motivating a team to achieve organisational outcomes and goals. 4. Significant experience in monitoring and evaluating library collections and service delivery. 5. Ability to lead initiatives that add value and enhance services and policies. 6. Well-developed understanding of current and emerging issues and trends in libraries. 7. Excellent written and verbal communication skills and experience in report writing and presentation skills.
Desirable
8. Demonstrated experience in Library Management Systems and excellent computer and digital literacy skills.

Organisation Wide Accountabilities	
Corporate Values	All employees have a responsibility to uphold the values of the Administering Council, Dubbo Regional Council (DRC), which also apply to the Macquarie Regional Library Service (MRL) being: • Customer focused: We are passionate about serving our community and creating a great place to live • Integrity: We act with integrity and professionalism and we are accountable to deliver the results we promise • One team: We work as one team and partner with others to deliver more than we can achieve alone
Work Health and Safety	All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include: • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.

Organisation Wide Accountabilities	
Code of Conduct and Equal Employment Opportunity	Staff will, at all times, adhere to: • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour. • Council's Child Safe Standards Policy • Adhere to and sign Child Safe Conduct Standards Acknowledgement

Acceptance:	
I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.	
Signature:	Date: