

Position Title	Team Leader Acquisition & Collections
Department	Community Services
Unit	Community & Cultural Services
Team	Acquisition & Collections
Supervises	Acquisition & Collections team
Reports To	Coordinator Technology and Future
Grade	G
Date Prepared	9/10/2020
Date Last Updated	9/10/2020

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

To create, maintain and promote an effective and accessible library collection, co-ordinating the acquisition, cataloguing, dissemination and deselection of Canterbury-Bankstown's physical library collections whilst providing leadership and supervision of the Collections team.

Accountabilities

- Provide expert advice, support and guidance to collections team members, manage daily operations, regularly undertake performance reviews and participate in staff training/development plans to ensure staff have requisite skills and are motivated towards achieving strategic goals;
- Manage and coordinate collection processes, including selection, ordering, and deselection, across all sections of the library to ensure continued currency and relevancy of all collections, taking into consideration community needs and best industry standards;
- Utilise collection and statistical reports to ensure subject gaps are identified and collections are up-to-date and relevant to the community's need and expectations;
- Determine budget allocations and efficiently manage expenditure of the library resource budget and collections team budget, recommending adjustments to Coordinator Technology and Future, as required;
- Establish, foster and maintain positive working relationships and communications with library suppliers, managing contractual arrangements and outsourcing processes to ensure continuous improvement;
- Ensure quality bibliographic records and item holdings are consistently maintained in the LMS;
- Actively collaborate with team members, branch team leaders, and the Coordinator Technology and Future in the promotion of collections;
- Develop, document and review operational procedures and policies to ensure continuous improvement;
- Maintain an awareness of current trends in public libraries, in particular those relating to collection management and collection development;
- Conduct monthly team meetings and schedule regular collection development meetings to ensure efficient and effective operational procedures and practices are maintained;

- Contribute to business planning for the library service and actively participate in library meetings to assist with implementing service improvement initiatives across the library service;
- Provide a high level of customer service and supervise staff when rostered onto a service desk.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 2

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for • Translates negative feedback into an opportunity to improve
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project

Resources		
Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including • Prepares and evaluates business cases with due regard for long term financial sustainability
People Leadership		
Manage and Develop People	Adept	<ul style="list-style-type: none"> • Seeks to understand the individual strengths, weaknesses, goals and concerns of team

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Library and Information Sciences, allowing professional membership of ALIA or a relevant degree appropriate to the position
- Class C driver’s licence
- Working with Children Check

Essential Experience

- Demonstrated experience in the leadership and management of staff, including motivating staff and developing a positive work culture in a changing environment;
- Extensive experience in the development and management of library collections, including acquisitions, procurement, cataloguing, deselection and inter-library lending;
- Demonstrated experience in establishing partnerships and contracts and negotiating with library suppliers, including negotiation skills and diplomacy;
- Demonstrated skills in problem solving, critical analysis and critical decision-making;
- Proven record of efficient budget management, monitoring and reporting;
- Excellent oral and written communication and interpersonal skills, including the ability to build and maintain effective relationships with staff, and key internal and external stakeholders;
- Ability to work independently and collaboratively in a team environment;
- Demonstrated experience in time management of a high volume of diverse projects;
- Experience in policy development, strategic planning and the evaluation of services to ensure continuous improvement;
- Commitment to continuous learning and professional development

Desirable Qualifications and or Experience

- Knowledge of current acquisitions and cataloguing procedures and standards
- Experience with customer service delivery in a multicultural environment
- Public library experience

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>