



## POSITION DESCRIPTION

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### POSITION DETAILS

<b>Position Title</b>	Team Leader Creative Experience
<b>Directorate</b>	Community Life
<b>Reports To</b>	Manager Library & Community Hub
<b>Supervises</b>	3
<b>Grade</b>	7
<b>Date Prepared</b>	June 2024
<b>Date Last Updated</b>	June 2024

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### 1. POSITION PURPOSE

To lead the activation of the Community Hub with a broad range of lifelong learning, cultural, creative technology, arts and creative programs, guide the day-to-day work of the library creative experience team and support team members to undertake their work efficiently, effectively and safely.

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### 2. ACCOUNTABILITIES

- a. Direct the day-to-day activities of the creative experience team to ensure organisational, management and legislative requirements are met.
- b. Support the delivery of Council's Library Strategic Plan and any other relevant wider Council strategic plans, including regularly reporting on agreed actions, outcomes and progress.
- c. Strengthen and build organisation culture and capability by leading and supporting a team of multidisciplinary staff.
- d. Lead the development of creative programs and events across the specialised areas of creative technologies, space activation, studio production, and/or multi-arts forms for diverse audiences.
- e. Fully participate in the delivery of Library programs and events as well as the promotion and marketing of all library programs, collections and services.
- f. Support the implementation of change management initiatives to improve creative experiences and programming within the Community Hub.
- g. Undertake community engagement processes and provide strategic advice on the provision of age specific and culturally appropriate creative programs and services.
- h. Facilitate partnership projects with internal and external stakeholders to ensure successful delivery of new initiatives, programs and services in the Community Hub.
- i. In consultation with the Manager Library and Community Hub, develop, implement and review strategies for enhanced library service delivery and develop new initiatives, programs and events that enhance the customer experience and increase creative opportunities.
- j. In liaison with the Manager Library and Community Hub, identify and apply for grants and other funding to provide opportunities to enhance creative experiences and access to innovative programming for the local community.
- k. Maintain contemporary knowledge of current developments and trends in relation to creative technologies and multi-arts forms.



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- l. Provide input into the unit's budget to meet project, operational and strategic financial obligations and targets.
  - m. Develop and maintain adopted policies, procedures, processes and systems of work.
  - n. Participate in the Customer Care Roster, including evening and weekend work.
  - o. Work cooperatively and flexibly as a team member to provide optimum coverage and organisation of services at all times and particularly during peak periods.
  - p. Provide accurate, timely, professional guidance and advice to the Manager as required, with respect to matters likely to affect the delivery of the department's services and functions.

The employee is required to undertake any other duties, projects or tasks as directed by their supervisor, which are within their skills, competence and training.

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### 3. SELECTION CRITERIA

#### **Essential Qualifications / Licences / Certificates / Tickets**

- Degree in library & information services, education, cultural services/industries, digital media or a related discipline with contemporary experience in a similar role.
- Working with Children Check.

#### **Skills and Experience**

- Demonstrated experience in developing and implementing innovative programming in one or more of the specialised areas of creative technologies, space activation, studio production, and/or multi-arts forms for diverse audiences.
- General knowledge of STEM resources and tools to support learning or a willingness to cultivate such knowledge.
- Demonstrated experience in establishing and maintaining productive partnerships and undertaking community engagement programs to inform creative program development.
- Proven track record leading and supporting staff to achieve work targets and objectives effectively and efficiently.
- Demonstrated experience in the marketing and promotion of creative programming.
- Proven success in preparing funding submissions and proposals, including knowledge of budget management.
- Proven interpersonal and communication skills, including influencing and negotiation; research and information analysis and the ability to make engaging presentations.

#### **Personal Attributes**

- Ability to inspire, motivate and guide team members
- Strong communication skills to convey ideas and instructions
- A curious mindset to gain fresh perspectives, learn new things and come up with creative ideas
- Organisational Skills – Able to prioritise tasks, oversee multiple projects and plan and deliver a full calendar of events

#### **Desirable Qualifications, Experience and/or Skills**

- Ability to speak a community language.
  - Experience working in a public library.
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### 4. WH&S RESPONSIBILITIES



Work Health and Safety (WHS) is the number one priority at Burwood Council ('Council').

As a supervisor and worker of Council, it is your responsibility to:

- Set and enforce clear standards for WHS in your team/s, in line with Council's WHS policies and procedures
- In consultation with workers and other affected people, ensure all WHS hazards in your team/s are identified, controlled and reviewed, and carry out all allocated WHS corrective actions in a timely manner
- Ensure the safe systems of work and daily risk management activities are carried out as per Council procedures, to ensure that all WHS hazards in your team/s are identified, controlled and reviewed.

To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position, including any Job Demand Analysis (JDA) that has been completed outlining the inherent physical requirements of this position. Council seeks to apply reasonable adjustments to remove barriers to workplace participation for individuals with a disability or injury.

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## 5. CODE OF CONDUCT

Behave ethically at all times and adhere to the relevant *Burwood Council Code of Conduct*.

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## 6. POLICIES, CORPORATE PRACTICES AND PROCEDURES

Comply with relevant Council policies, corporate practices, procedures and guidelines.

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## 7. RECORDS MANAGEMENT

Routinely create full and accurate records within corporately sanctioned systems, treat records with care, and ensure that records are managed securely.

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## 8. RISK MANAGEMENT

Responsible for supporting and promoting a risk management culture by being actively involved in the management of risk. Recognise and accept that risk management is your responsibility and is to be applied to all aspects of your duties.

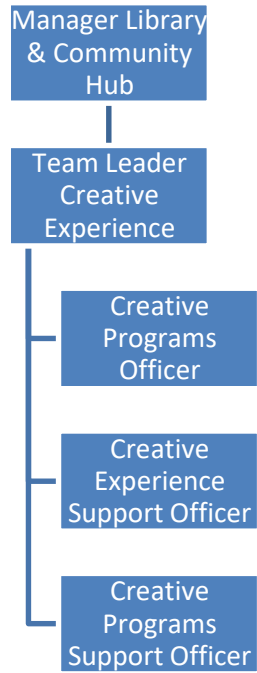
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## 9. LIMITS OF AUTHORITY

This position is granted powers by the General Manager in accordance with the prevailing version of the instrument of *Delegations and Authorisations from the General Manager*.

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## 10. ORGANISATIONAL RELATIONSHIPS



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**11. EMPLOYEE ONLY**

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

**Name**

**Signature**

**Date**

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