

## POSITION DESCRIPTION

### LIBRARIAN BUSINESS INNOVATION

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>POSITION NUMBER</b>          | <b>LIB058</b>                       |
| <b>DIRECTORATE</b>              | <b>Community and Culture</b>        |
| <b>SECTION</b>                  | <b>Library Services</b>             |
| <b>REPORTS TO</b>               | <b>Manager Library Services</b>     |
| <b>DIRECT REPORTS</b>           | <b>Nil</b>                          |
| <b>GRADE</b>                    | <b>11</b>                           |
| <b>CONDITIONS OF EMPLOYMENT</b> | Local Government (State) Award 2020 |
| <b>DATE PREPARED</b>            | July 2017                           |
| <b>DATE LAST UPDATED</b>        | August 2020                         |

#### 1. PURPOSE OF THE POSITION

To support the achievement of innovation and the library's strategic goals through research, evaluation and project leadership. To promote the value of the library service and build relationships with key Library and Council stakeholders. The position includes the delivery of programs, loans desk tasks and roving duties at all Georges River Libraries as required.

#### 2. KEY ACCOUNTABILITIES

- 2.1 Facilitate and administer identified library strategic projects by providing research, advice, leadership and implementation.
- 2.2 Ensure knowledge of industry trends and innovations for best practice delivery of the library strategy.
- 2.3 Evaluate and implement processes and make recommendations for process improvement and business innovation based on the library strategy.
- 2.4 Coordinate operations and resources for cost effective achievement of the library strategy.
- 2.5 Research and develop proposals for innovative library, community and business partnerships and funding opportunities including grants and sponsorship.
- 2.6 Communicate in a clear and concise manner both written and verbal and promote cross organisational communication and collaboration.
- 2.7 Prepare reports, recommendations, proposals, research papers and project plans.
- 2.8 Foster good working relationships with external and internal stakeholders.
- 2.9 Enhance the professional image of the Georges River library service across all Council departments by defining and providing corporate information, research and resources.
- 2.10 Other duties as required.

### 3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

### 4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

### 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

### 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

### 7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

### 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

### 9. SELECTION CRITERIA

#### **Qualifications, Certificates & Licences**

- 9.1 Tertiary qualifications in Library and Information Science or working towards this qualification.

#### **Essential**

- 9.2 Demonstrated project management skills with an ability to innovatively and creatively manage strategic projects in a variety of work areas within the library or a business setting.
- 9.3 Demonstrated experience in process evaluation and improvement within a public library, government or business setting.
- 9.4 Ability to work independently with a demonstrated ability, commitment or enthusiasm to work successfully in a cross-team environment.
- 9.5 High level skills in written and verbal communication including effective business writing, running meetings, providing training and consulting with stakeholders.



- 9.6 Demonstrated ability to facilitate change and influence senior decision-makers to implement change strategies.
- 9.7 High level skills and experience in providing customer service and working with customers from diverse backgrounds

**Desirable**

- 9.8 Demonstrated ability to coach and guide others in developing and implementing innovative approaches, solutions and strategy.
- 9.9 Demonstrated interest in the application of technology for the delivery of high-level services to the community.
- 9.10 Demonstrated experience in successful grant applications or sponsorship proposals.
- 9.11 Demonstrated experience working in a library.

**EMPLOYEE ONLY**

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

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

