

Melton City Council

Manager Libraries and Arts

Position Description

A thriving community
where everyone belongs



1. Position details

Position	Manager Libraries and Arts
Classification	Senior Officer
Award	Melton City Council Enterprise Agreement No 9 2019
Directorate	Community Services
Service Unit	Libraries and Arts

General Manager
Community Services

Approved by (name)

Signature

Date

Incumbent's name

Signature

Date

2. Position objectives

- Manage the Libraries and Arts functions of Council, ensuring appropriate forward planning is undertaken to provide for the health and wellbeing of the community, including achieving the strategic goal of community life-long learning.
- Working strategically, develop a high performing team by developing vision and purpose, communicating effectively, planning, ensuring accountability, developing talent and instilling trust.

3. Key responsibility areas

- Provide the Executive with timely and accurate management information and advice relating to the activities of the Libraries and Arts.
- Ensure the Libraries and Arts activities comply with statutory and legal requirements especially in the areas of risk management and occupational health and safety.
- Actively work with local, regional and State and Federal bodies, to ensure services are coordinated and consistent with industry standards. Work with local service providers and community groups to ensure that programs related to Libraries and Arts meet the expectations of the community.
- Financial management, monitoring and reporting of the budgets related to all aspects of the service.
- Monitor and review the Department's organisational, strategic, operational/business plans to support the objectives outlined in the Council's strategic documents.
- Provide excellence in people leadership; communicate effectively with staff and key stakeholders; positively influence key decisions; to be a coach and mentor; make plans that align to staff and Council's current and future needs; role-model the Council values; build trust with team members and key stakeholders.

- Build a high performing team; provide leadership, guidance and direction to the team; manage performance including poor performance; hold staff accountable to plans; identify and plan for current and future needs; lead change and equip and empower team members to lead change as appropriate; develop talent in the team.
- Manage and promote the library service at Melton Library and Learning Hub and the Caroline Springs Library community hub, all programs, including community development initiatives that maximise the potential of Council Assets and the management of all partnership agreements related to both centres.

4. Organisational relationships

Reports to	General Manager Community Services
Supervises	Melton Library Coordinator Caroline Springs Library Coordinator Library Collections Coordinator Libraries and Arts Staff
Internal liaisons	<ul style="list-style-type: none"> • Council Staff • Councillors
External liaisons	<ul style="list-style-type: none"> • State and Federal Government representatives • Local Government Authorities • Community Members • Contractors and Consultants • Management Committees and Groups

5. Accountability and extent of authority

- Accountable for management and strategic planning for the Libraries and Arts Service, including the management and development of staff, the setting of policies, monitoring compliance regulations, codes and standards.
- Prepare strategic plans, such as business plans, contribution to the Council Plan, health and wellbeing plan and other related Council documents.
- Development, analysis and interpretation of data and policies relating to the Libraries and Arts.
- Overall responsibility for the Melton Library and Learning Hub and the Caroline Springs Library, and the promotion of activities within the centres.
- Authority to financially set budgets.
- Report to the Executive, Finance and Government Departments on funding acquittals.
- Overall implementation of human resources, policies and procedures relating to staff within Libraries and Arts including the documentation of performance plans.
- Lead and mentor staff.

6. Judgement and decision making

- Set programs/project work priorities to achieve objectives and outcomes for the community.
- Responsible for operational decisions regarding the Libraries and Arts and the community Assets relevant to this service.
- Planning the use of resources, methods and the implementation to achieve given outputs for services and programs within the facilities.
- Make formal recommendations to Council and the Executive on the matters pertaining to policy, program direction, service standards and delivery models.
- Responsible for the decisions related to strategic direction of the Service.
- Coordinate the activities across Council to maximise the benefit of Council facilities.
- Sound independent judgement required in the interpretation and assessment of all aspects of Libraries and Arts.

7. Specialist skills and knowledge

- Demonstrated knowledge of Library and Arts service provision.
- Extensive skills in coaching and mentoring staff.
- High level research and analytical skills and the ability to translate evidence-based research into practical and achievable outcomes or initiatives.
- Knowledge of facilities management, including strategic and operational planning, compliance and risk management.
- Knowledge of community development principles, IT and support systems, Library and Arts provision, including program and service delivery models specific to customer requirements.
- Sound knowledge and skill in budgeting and relevant accounting and financial procedures.
- Overall knowledge and appreciation of legislation and regulations relating to the programs and services delivered.
- Overall knowledge and comprehension of current issues and State and Federal Government policies, which impact Libraries and the Arts and technology and information to support the service.
- Strong commitment and understanding of good governance.
- Comprehensive management skills, including a sound understanding of strategic planning for the service.

8. Management skills

- Provide the vision and direction for the Libraries and Arts in the future.
- Well-developed skills in managing time, setting priorities, planning and organising projects and community development programs.
- Provide leadership, coaching, mentoring and management to employees, including setting and reviewing of annual performance, and training and development plans.

- Demonstrated ability to manage projects or programs to deliver increased outputs and outcomes.
- Business management skills, including the ability to effectively manage funding related to the service.
- Develop and sustain team environment, with a commitment to ongoing learning and professional development.
- Balance operational and strategic people and culture needs.
- Manage the overall Libraries and Arts ensuring a high standard of delivery and excellence, meeting Council's vision and corporate goals.

9. Interpersonal skills

- High level of interpersonal skills in written and oral communication and the ability to represent Council in the Local Government sector.
- Strong negotiation skills.
- Present and negotiate with various community members, Executive, Council staff, external agencies and sectors that will achieve specific outcomes.
- Lead, motivate and mentor staff.
- Create a working environment that maximises opportunity for staff to develop their full potential.
- High level influencing and persuasive skills.

10. Qualifications and experience

- A relevant degree in library and information management or community development or related field as required. A post graduate management qualification is highly desirable.
- Significant experience in a related management role such as libraries, community development or education.
- High level experience in strategic planning and reporting and financial management.
- Demonstrated ability to balance operational and strategic direction of libraries and related facilities.
- Develop programs within the community hubs that will benefit the overall community or groups.
- Experience in the development of policy options and strategic plans that will ensure the effective operation of the Libraries Service Unit programs and the facilities overall.
- A current valid Victorian driver's licence.
- A current Working with Children's Check.

11. Key Selection Criteria

1. A relevant degree in library and information management or community development or related field as required. A post graduate management qualification is highly desirable.
2. Leadership skills to provide vision and direction for the Service.
3. Demonstrated ability to set direction for leaders that support and increase participation.
4. High level experience in strategic planning, reporting and financial management.
5. Significant experience in a related management role such as libraries, community development or education.
6. Ability to present and negotiate with various community members, Executive, Council Government, external agencies and sectors that will achieve specific outcomes.
7. Knowledge of community development principles, IT and support systems, library and Arts provision.
8. A current valid Victorian driver's licence and Working with Children's Check.