

Bellingen Shire Council

Position Description Shire Librarian



Directorate	Corporate & Community
Location	Bellingen
Classification/Grade/Band	Grade 4
Position Code	35 hr week/19 day month
Date position description approved	

Council values

The guiding principles of respect, professionalism, integrity, team work, communication and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

Primary purpose of the position

To develop and deliver a quality and innovative library service which meets current and future trends informational, educational, recreational and cultural needs of the Bellingen Shire community and users in accordance with Council's objectives and within the Clarence Regional Library.

To monitor industry trends and demographic changes to ensure the strategic development of the library service to meet anticipated needs of the emerging community, while effectively utilising available technology to ensure rapid and relevant delivery of services to a wide client base.

To provide effective leadership to develop and manage the Shire's libraries, shared library services and library staff to achieve appropriate, efficient, and effective delivery of services.

Key accountabilities

- Implement the policies and objectives of the shared library service and the Bellingen Shire Council as they relate to the branch library operations.
- Plan and develop library procedures within the branches and be responsible for the day-to-day management of all aspects of the service in order to provide a quality service
- Contribute to the Clarence Regional Library Committee to ensure the Regional Library meets the needs of the Bellingen Shire community ...
- Monitor trends, compile statistics and prepare reports on user needs and library practice and consult with Manager to modify service accordingly
- Lead the cooperation and collaboration between all library branches of the Bellingen Shire Council to optimise and raise the standard and usage of library services.
- Contribute to the development and management of the library service budget
- Oversee the management of reader's services with emphasis on reference and information services, including referral to appropriate external organisations in accordance with policies, procedures and guidelines
- Promote the branch libraries through community liaison, publicity, community outreach programs and social media.
- Manage and maintain all aspects of the collection providing input into selection, layout, weeding and presentation to ensure relevance and currency to satisfy the needs of the local and surrounding communities
- Maintain proficiency with the library management system and the network
- Plan, liaise and supervise staff, volunteers and work experience students
- Ensure effective, timely and appropriate communication occurs with staff, within CRL and with Bellingen Shire Council including ensuring team meeting minutes are recorded and actioned
- Contribute to the development of the library strategic plans/business plans as appropriate.
- Recruit, select, supervise, develop, motivate and evaluate performance of staff to ensure the individual's potential is recognised and developed
- Ensure staff know, understand and apply the relevant standards, program guidelines, policies and procedures.
- Plan, deliver and evaluate programs and community engagement that engage and serve "all ages all stages" of library user, and attract new users to utilise services

Key challenges

- Tailoring library services to the interests, needs and characteristics of Bellingen Shire residents and library users while maintaining consistency of systems, policies and plans of the wider Clarence Regional Library
- Managing facility and fixed equipment extension, improvement or adaptation
- Provision of appropriate support to library branches when they have staff working solo
- Adaptation of services with changing State Government restrictions on gathering and movement using public health orders
- Managing difficult behaviour of library users regularly disruptive or non compliant e.g. with current public health orders or library regulations

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Project Team (if applicable)	<ul style="list-style-type: none"> • Guide, support, coach and mentor team members • Lead discussions and decisions regarding key projects, programs and deliverables
Direct Reports	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development • Guide, support, coach and mentor
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External	
Stakeholders	<ul style="list-style-type: none"> • Engage in, consult and negotiate the development, delivery and evaluation of projects and programs • Manage expectations and resolve issues
Contractors/Service Providers and Consultants	<ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues • Negotiate and approve contracts and service agreements • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key dimensions

Decision making

- The position is required to make general decisions, guided by delegation of authority and Council policy and procedures.
- The position is accountable for making decisions on:
 - The provision of library services, programs, projects and their delivery and evaluation
 - Identifying the need for further development of library facilities, technology, amenities and services

- Selection and circulation of the collection as part of Clarence Regional Library
- The position is responsible for management of staff and making decisions on allocation of resources and the management of those resources

Reports to

Manager Community Wellbeing

Direct Reports

Library permanent and casual staff

Library volunteers

Budget (operating and capital expenditure)

Operating \$720,000

Capital (Dorrigo Library extension) \$565,000

Essential requirements

1. A degree in library and information management or related qualification together with proven experience in the field; or equivalent experience
2. Demonstrated experience in managing delivery of library services and programs, particularly in a public library environment
3. Understanding of emerging technologies, trends and standards related to delivery of library and collection management experience
4. Class C Driver's Licence or equivalent
5. Proven ability to lead and develop staff through performance coaching and mentoring
6. Highly developed verbal and written communication skills enabling effective relationship building, collaborative approaches and partnership development.
7. Demonstrated problem solving and decision making skills, as well as high initiative, including ability to initiate and respond effectively to change.
8. Demonstrated project management experience including the development of proposals; project oversight and evaluation.
9. Demonstrated ability to manage budgets and understanding of financial systems and procedures.
10. Demonstrated knowledge and understanding of the public library industry, service trends and the role of public libraries in community development.
11. Demonstrated computer literacy in library management systems, internet, social media, mobile devices, and proficiency in Microsoft Word, Excel and Publisher.
12. Knowledge and competence in current manual handling techniques, risk management and WHS principles






Desirable Selection Criteria

1. Demonstrated experience in the delivery of literacy programs across all levels.
2. Demonstrated experience in the development and management of library outreach services.
3. Experience in digital engagement

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

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. Local Government Capability Framework

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

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 at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the risk management framework
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Builds and maintains professional relationships inside and outside the organisation • Makes a strong personal impression and influences others with a fair and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empt and minimises conflict by working towards mutually beneficial outcomes
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Technology and Information	Advanced	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Manage and Develop People	Adept	<ul style="list-style-type: none">• Seeks to understand the individual strengths, weaknesses, goals and concerns of team members• Defines and communicates roles and responsibilities and sets clear performance standards and goals• Coaches team members to help improve performance and development• Regularly discusses performance with team members and provides accurate, constructive reviews• Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals• Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way