



Position Description

Position Title:	<i>Branch Librarian</i>	Reports to:	<i>Manager Leisure and Culture</i>
Directorate:	<i>Community Engagement</i>	Supervises:	<i>Up to 26</i>
Branch:	<i>Library & Heritage Services</i>	Classification Level:	<i>8</i>
Location:	<i>Various</i>		

Role summary

Coordinates the provision of library services, resources and activities.

What you are responsible for

Leadership

- Takes a leadership role in change management initiatives and actively participates in, and contributes to, the development, and achievement of corporate improvement projects and initiatives.
- Establishes effective working relationships with the management team and employees to ensure consistent and timely service delivery to the City.

Service provision

- Coordinates services as contained within the Branch Business Plan and in accordance with relevant acts, regulations, policies, guidelines and budgets.
- Ensures risk management plans are developed and applied to services and programs.
- Ensures service and program operating procedures are documented and applied.
- Participates on business planning for the service delivery area.
- Provides technical advice and guidance about service delivery matters to other staff.
- Negotiates and resolves a range of issues, including those that impact on service delivery and customer service, ensuring that the Manager is aware of any difficult / sensitive issues.
- Coordinates and approves the development and implementation of marketing plans in accordance with the City's Policies and Procedures, incorporating external funding agency standards as appropriate.
- Develops and maintains a collection policy and sources and selects / deselected material accordingly.
- Leads service development and delivery of a rotating portfolio including analysis and strategy, promotion and engagement, library employee operations and collection organisation. portfolios will rotate every two years.

Supervision

- Coordinates staff performance including the annual appraisal / performance review.
- Coordinates the development of staff rosters and allocation of tasks.
- Undertakes recruitment and training of staff as required.
- Ensures that staff are aware of and follow all Council policies and procedures and comply fully with legislative or regulatory requirements.
- Approves timesheets, leave and higher duties records.
- Identifies and acts on required training needs.
- Manages complex conflicts and differences and contributes to the resolution of problems to maintain an effective working environment, with assistance available from the Manager.

Finance

- Undertakes day-to-day financial coordination including budget monitoring, ensuring completed tasks are consistent with budget and resources allocated
- Raises purchase orders and processes accounts and reports as required.
- Contributes to the development of the draft annual budget.
- Identifies and sources external funding and partnership opportunities to increase service delivery, and prepares service agreements, grant applications and sponsorship agreements.
- Ensures that the conditions of external grants and sponsorships are met, including financial records, milestone reporting and accurate acquittals.

Administration

- Develops, implements, coordinates and evaluates internal service delivery procedures, processes systems and equipment related to the library and its collection, services and programs.
- Signs off correspondence relating to service delivery area within established guidelines.
- Monitors and ensures that library records are adequately documented in all relevant systems, in accordance with the appropriate standards and procedures.

Other

- Embodies the City's values and abides by all applicable legislation, policies, procedures and the Code of Conduct.
- Carries out work in a safe and responsible manner in line with Occupational Health and Safety policies and procedures.
- Other duties as required.

Essential experience, capabilities and qualifications required to fulfil the role.

- **Technical knowledge:** Substantial experience in a library services role delivering quality services and outcomes in the context of the position requirements. Possession of a tertiary qualification in Library, Information Management or equivalent.
- **Leadership:** Demonstrated ability to lead a diverse team, drive change management initiatives and be accountable and responsible for own actions. Strong ability to motivate and develop personnel to achieve excellent results.
- **Customer and relationship management:** Demonstrated ability to establish and maintain positive working relationships with a diverse range of people, to meet customer needs, expectations and business goals.
- **Analytical and problem solving:** Demonstrated ability to apply high level conceptual, analytical and problem solving skills to solve a range of technical and administration issues.
- **Ability to deliver outcomes:** Highly organised with the ability to work autonomously to meet deadlines and prioritise competing demands. Ability to provide verbal and written information that is correct, factual and timely.
- **Teamwork:** The ability to work effectively as a member of a small team, exercising initiative and sound judgment to proactively contribute to the business unit.

Desirable role requirements

- Experience in community services.

Appointment conditions

- National Police Clearance
- Driver's Licence

Director Director Community
Engagement

Signature



Effective date 19 May 2021

Teamwork • Communication • Innovation • Customer Focus • Integrity