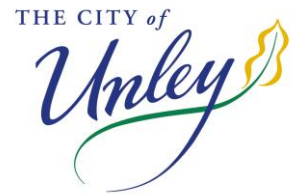


# POSITION DESCRIPTION

## CORPORATION OF THE CITY OF UNLEY



### 1. JOB IDENTIFICATION:

**Title of Position:** TEAM LEADER LIBRARY COLLECTIONS  
**Business Unit:** LIBRARY AND CULTURAL CENTRES  
**Reports to:** LIBRARY SERVICES LEAD  
**Classification:** MOA 6

### 2. POSITION OBJECTIVES:

- To drive improved literacy outcomes within the City of Unley through the development of a high-quality collection, including physical and digital collections and resources for both the Unley Libraries and Unley Toy Libraries.
- To act as subject matter expert in library collections by researching, developing and implementing innovative library strategies in conjunction with the Library Services Lead and other key stakeholders.
- To assist in driving a strong team culture across the library service, focusing on the provision of high-quality collections and responsive customer service.
- Lead, support and develop the Library Collections team to ensure high quality library services are delivered in line with the workplan and Council's 4-Year Delivery plan, and the broader Statewide Collections Management policy and strategic framework.
- Contribute to the provision of an innovative, high-quality library service that fosters meaningful connections, inspires discovery, improves literacy outcomes and encourages lifelong learning.

### 3. KEY RESPONSIBILITIES:

#### Collections:

- Lead and co-ordinate the integrated collection management framework and activities including assessment of community needs, selections, acquisitions, access (cataloguing), maintenance (inventory and security), retrieval, de-selection, promotion and evaluation.
- Provide expert advice, set the strategic direction, and drive the delivery of, best practice Collection Development for both physical and digital materials.
- Maintain a high-level understanding of the One Card Consortium environment and the Library Management System (LMS) and develop super user capability in aspects of the system relevant to areas of responsibility.
- Take a lead role in identifying and supporting opportunities for service improvement, including the application of new technologies.
- Build and maintain relationships with strategically aligned stakeholders and the community
- Develop, manage and report on team budgets in accordance with Council delegations.
- Determine and communicate funding allocations across the collection within the budget provided.



Better Together



Be Progressive



Strive for Excellence

- Ensure the cataloguing standards for the collections meet the consortia requirements.
- Negotiate and monitor agreements with library suppliers in relation to Local Purchase funds.
- Oversee data collection and the statistical analysis of the data, including monitoring collection performance against PLS and ALIA standards.
- In relation to the OneCard 2.0 collections reform project, provide constructive communication, active participation and effective change management to the team.

#### **Leadership:**

- Lead, develop, and manage the Collections team to deliver responsive Collections and services with a continuous improvement and future focussed mindset.
- Foster a strong constructive team culture with a strong customer focus.
- Responsible for managing employee performance and conducting performance evaluations (PDR), adherence to policies and protocols, work attendance and undertake recruitment activities as required.
- Contribute to the strategic development of the library, working closely and collaboratively across the leadership group.
- Participate in Library projects where required, including managing specific collection projects.
- Collate, generate and analyse reports and data in relation to the library collection performance.
- Model excellence and an enthusiasm for change and provide mentoring and support to staff to deliver the highest possible ways of working.
- Represent City of Unley Libraries within the statewide network's Strategic Collections Group, supporting best practice.
- Assist the Library Services Lead and undertake higher duties when and where required.
- Provide appropriate training, support and team development for collections staff to assist in attainment of performance standards and achievement of staff goals, as identified through regular performance appraisals.
- Co-ordinate and manage volunteers involved in the delivery of library collections complying with the City of Unley Volunteer Management policy.
- Undertake customer service duties, ensuring Library customers experience high quality, efficient and friendly service, across Unley Libraries two branches.

**Managers must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.**

**Key WHS Responsibilities:**

- Actively participate in leading and implementing programs and initiatives to ensure an effective safety culture where everyone goes home safe and well each and every day.
- Lead the implementation of the City of Unley's WHS Management System within their team/section and support the WHS committees.
- Actively participate and encourage preventative WHS strategies, team meeting discussions and training.
- Lead the early intervention strategies and support injured workers in the return to work (RTW) processes.

**SAFE ENVIRONMENT:**

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

**EQUAL OPPORTUNITY EMPLOYMENT**

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

# OUR VALUES





## Better Together

*Looks like ...*

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



## Be Progressive

*Looks like ...*

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



## Strive for Excellence

*Looks like ...*

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

#### **4. PERFORMANCE AND SKILL REQUIREMENTS:**

##### **a) Qualifications/Experience**

###### **Essential**

- Relevant tertiary qualifications in an ALIA-accredited undergraduate or postgraduate university qualification in Library and Information Services.
- Experience leading a high performing team in a library setting, preferably within Local Government.
- Current and unrestricted Department of Human Services Working with Children check.

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**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

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###### **Desirable**

- Driver's Licence – 'C' Class.
- Proven experience in fostering teamwork and developing staff in high performing teams.
- Proven experience in the delivery of library collection development and management.

##### **b) Knowledge**

###### **Essential**

- Excellent knowledge of the principles and practices of public library functions and philosophies.
- Excellent knowledge of collection development and management practices.
- Knowledge of issues and practices in staff development, management and training
- Detailed understanding of teamwork, customer service, continuous improvement and best practice processes
- Sound knowledge of library cataloguing practices.
- Detailed knowledge of the library collection, including electronic resources

###### **Desirable**

- Knowledge of local government structure and functions.
- Working knowledge of the One Card SA Library Consortium, BlueCloud Acquisitions and Analytics platforms, Sirsi Dynix Workflows management system, relevant library digital resources and understanding of emerging technologies.
- Excellent knowledge of local community profiles, services and facilities.

##### **c) Skills**

###### **Essential**

- Proficiency in the use of Microsoft Suite of Applications, 365 and internet technologies.
- Outstanding leadership capability
- Outstanding people management skills
- Outstanding ability to lead others through change

- Outstanding interpersonal skills which foster co-operation and support from others
- Demonstrated ability to set priorities, plan and organise own time efficiently, effective delegation and the prioritization of tasks to achieve specific and set objectives
- Excellent verbal and written communication skills to effectively communicate with a broad range of people
- Proven ability to be self-directing and work to a degree of autonomy, use initiative and exercise sound judgement.
- Project management skills and proven ability to set priorities, plan and organise time to achieve specific outcomes.

#### **d) Personal Attributes**

##### **Essential**

- Passionate about public libraries and their ongoing development and future.
- Passionate about working for and with the community.
- Enthusiasm, energy and personal drive
- Ability to handle pressure and meet deadlines
- Proactive and willing to learn on the fly
- Flexibility and adaptability
- Resilience and positivity
- High level of emotional intelligence
- Ability to work autonomously and use initiative

#### **e) People Management**

- Demonstrated ability to lead, manage and develop people in order to manage work and resources across a range of complex projects.
- Proven ability to negotiate, motivate, develop and influence others towards common organisational outcomes.
- A commitment to ongoing professional development and continuous learning

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By signing this position description the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent: .....

Date: .....

Manager: .....

Date: .....