



Position Description – Collections Development Leader

Division	Engaged Community
Portfolio	Community Connections
Business Unit	Libraries
Level	6
Reports To	Lead Coordinator Library Strategy
Prescribed Position	Yes

Position Objective

Lead the development and accessibility of inclusive, community-responsive library collections that reflect emerging interests and trends. Provide strategic and operational leadership to build a high-performing team and foster collaboration, and ensure collections deliver exceptional community value and drive innovation.

Key Responsibilities

- Model excellence in leadership and build a high-performing team by creating a positive, accountable and innovative culture supporting collaboration and growth.
- Plan and deliver inclusive, data-driven collection initiatives that reflect community needs and activate engagement.
- Use data insights and community feedback to guide inclusive collection development and planning.
- Foster partnerships with colleagues, vendors and stakeholders to enhance collection relevance, visibility, and inclusive access.
- Drive continuous improvement through data analysis, community insights and reflective practice.
- Responsible for operational functions including budgeting, reporting, procurement, and compliance to ensure efficient and effective service delivery.
- Represent the City of Charles Sturt in state-wide networks and forums to influence sector priorities.
- Coordinate and support processes related to historical society grants and associated partnerships to enhance local history and community storytelling initiatives.
- Enhance operational and team capability by supporting staff development and ensuring systems, tools, and processes enable effective and sustainable outcomes.
- Contribute advice to planning and evaluation to ensure collections strategy aligns with community needs and strategic priorities.

- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for developing a risk aware culture by ensuring the implementation, maintenance and evaluation of risks within their areas of responsibility, in accordance with the Risk Management Framework.
- Responsible for providing leadership of the safety and wellbeing of their staff in accordance with the Work Health & Safety Act 2012 and will provide leadership in the implementation and monitoring of Council's Work Health & Safety Management System within their area of responsibility.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Proven ability to lead and support teams through change, managing priorities under pressure with sound judgment and creative problem-solving.
- Expertise in collection development using data-driven decisions to create inclusive, responsive collections that reflect community needs and align with strategic goals.
- Skilled in managing vendor relationships and leveraging library systems, analytics, and digital tools to optimise service delivery.
- Strong communication and stakeholder engagement skills, including presentation, negotiation, and coaching.
- High digital literacy with the ability to quickly adapt to new technologies and systems.
- Demonstrated behaviour consistent with the organisational values.

Commented [BL1]: Proven ability to lead and develop high-performing teams, manage change, and handle competing priorities with sound judgement and creative problem-solving.
Expertise in collection development using data-driven decisions to create inclusive, responsive collections that reflect community needs and align with strategic goals.
Skilled in managing vendor relationships and leveraging library systems, analytics, and digital tools to optimise service delivery.
Strong communication and stakeholder engagement skills, including presentation, negotiation, and coaching.
High digital literacy with the ability to quickly adapt to new technologies and systems.

Knowledge

- Extensive knowledge of library systems, collection development principles and inclusive practices that ensure equitable access.
- Strong understanding of the One Card consortium, its role in access, discovery and participation, and awareness of public library sector trends.
- High-level knowledge of contemporary people leadership practices that build capability, drive performance, and foster a positive workplace culture.

Experience

- Demonstrated experience designing and evaluating plans that enhance access, engagement and community participation.
- Experience in managing operational responsibilities including budgeting, reporting, procurement and compliance.
- Experience in developing and implementing collection development plans aligned with community needs and strategic priorities.
- Track record of building and maintaining partnerships across the library sector, vendors, and stakeholders to deliver collaborative outcomes.

- Experience in using data analytics and performance metrics to inform decision making and optimise resources.

Qualifications & Requirements

• A tertiary qualification in Library and Information Services or relevant field/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
• Current class 1 drivers’ licence.	Essential
• Child Safe Environment training.	Essential
• Working with Children Check (WWCC).	Essential
• Senior First Aid Certificate for the purposes of applying first aid to the community only.	Essential
• Out of hours work for attendance at events, Council meetings or to respond to operational or community needs.	Essential