



### Position Description

<b>Position Title:</b>	Bellinghen Shire Librarian (PN 2404)		
<b>Position Type:</b>	Permanent Full-Time		
<b>Department:</b>	Community Partnerships		
<b>Date Approved:</b>	August 2023	<b>Version Number:</b>	2
<b>Hours per week:</b>	35	<b>Award Classification:</b>	Band 3 Level 2
<b>FTE</b>	1	<b>Salary Classification</b>	Grade 5

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position.

## **1. Primary Objective (Role Purpose)**

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.

## **2. Key Accountabilities**

- 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.
- 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.
- 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.
- Monitor trends, compile statistics and prepare reports on user needs and library practice and consult with Manager to modify service accordingly.
- Work in cooperation with all library branches of the Bellingen Shire Council to optimise and raise the standard of library services.
- Provide 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, including community liaison, publicity, displays and library programs.
- Manage and maintain all aspects of the collection providing input into selection, layout, weeding and presentation to ensure relevance and currently to satisfy the needs of the local and surrounding communities.
- Maintain proficiency with the library management system and the network.
- Organise staff to assist users in the library management system and the internet.
- Plan, liaise and supervise volunteers, work experience students, temporary staff and employment programs.
- Contribute to the development of and monitor the library service budget.
- Attend team meetings as required and ensure minutes of the meeting are recorded, recommendations are appropriately referred and actions taken.
- Contribute to the development of the library strategic plans/business plans as appropriate.
- Manage the daily operations of the Library's to ensure the highest quality services and resource utilisation and to maximise the effectiveness of resource allocation.
- Actively build and maintain a cohesive team through open communication and activities that foster a sense of team unity.
- Plan and deliver programs that engage and serve "all ages all stages" of library user, and attract new users to utilise services.
- Ensure programs enhance and enrich the cultural life of the Shire's communities from a variety of diverse perspectives.
- Seek feedback and engagement with the community in program development and delivery.
- Seek out and apply for relevant grant opportunities.

### 3. Core Competencies (Knowledge Skills and Experience)

#### Qualifications

- Degree in Library and Information Science, or equivalent qualifications.
- Current Working with Children Check (or ability to obtain prior to commencement).
- Current NSW Class C Driver Licence.

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

#### Experience

- Proven experience in managing or coordinating library services, including the development and implementation of innovative programs for diverse age groups.
- Demonstrated success in managing collections, including selection, weeding, and presentation, in alignment with community needs.
- Experience in supervising, leading, and mentoring teams, including volunteers.
- Familiarity with current trends in libraries and information science, including digital literacy initiatives and emerging technologies.
- Familiarity with applying for and managing grant funding for library services or programs.
- Demonstrated project management experience including the development of proposals, project oversight and evaluation.
- Demonstrated ability to manage budgets and understanding of financial systems and procedures.
- Experience working with children, youth, and community groups is highly desirable.

#### Skills

- Strong leadership capabilities to foster a cohesive and collaborative team environment.
- Ability to inspire, mentor and support staff in delivery high-quality customer service and library programs.
- Strong knowledge of library management systems and digital cataloguing.
- Strong digital literacy, including the use of online resources, internet tools, and library networks.
- Ability to liaise with diverse community groups to develop and promote library programs and services.
- Expertise in day-to-day management of library services, ensuring operational excellence and adherence to policies and objectives.
- Excellent communication and interpersonal skills, both written and verbal.

#### 4. Supervision Received

This role reports to the Group Leader Community Partnerships.

#### 5. Supervision Exercised

The following roles report to the Bellingen Shire Librarian:

Urunga Branch Library Officer  
Dorrigo Branch Library Officer (x2)  
Bellingen Branch Library Officer  
Casual Library Assistants

#### 6. Delegations

The Bellingen Shire Librarian will exercise the functions of the Council as delegated to the position.

#### 7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

#### 8. Our Values



Service Ethic /  
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

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

## 9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

### **Workplace health and safety (WHS)**

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

### **A professional working environment free from discrimination, harassment, and victimisation**

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

### **Economic, environmental, and social sustainability**

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

## 10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature\_tag»