



# Position Description

## Team Leader, Resources Librarian

### Ongoing

<b>Portfolio, Branch</b>	Community Choice, Community and Education
<b>Reports to</b>	Program Coordinator, Library
<b>Direct Reports</b>	Numerous
<b>Location</b>	Primarily based at Councils Queanbeyan Site and alternate Locations as operationally necessary
<b>Classification/Grade</b>	Grade 13 -\$1,500.84 - \$1,658.43 Gross per week + 9.5% Super
<b>Position Number</b>	2553

### Primary purpose of the position

As a member of the Community and Education team, the position's primary purpose is to deliver on the following objective:

- Coordinate, support and deliver Library Services at all branches (Queanbeyan, Bungendore and Braidwood) and the Home Library Service and Mobile Library Service within the QPRC Local Government Area.

### Key Accountabilities

Within the area of responsibility, this role is required to:

- Ensure a continuous, consistent and seamless service is provided to customers and the community through library services at Branches and the delivery of the Home and Mobile Library Services;
- Maintain and develop community access to online resources and web based services within the Branches.
- Provide support and assistance with the maintenance and management of library IT systems such as the library management system, RFID, public wifi and systems related to the provision of public access PCs
- Develop and evaluate the Library's print, audio visual and digital resources, including management, selection, acquisition, cataloguing and collection review
- Coordination of workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets

- Contributing constructively to culture of health and safety within the Council.

## **Functional Responsibility**

The position is responsible for delivery of the following programs and activities:

<b>Library Services</b>	<b>3.1.1</b>	<b>Collection Management</b>	Library collection, curation and content services for recreational, historical and education purposes
	<b>3.1.2</b>	<b>Digital Services</b>	Access to on-line resources and management of library systems
	<b>3.1.5</b>	<b>Library Operations</b>	Coordination and management of the operations and staffing of library branches in the region, including the mobile library service, within budget. Focus on quality customer service

## **Functional Capabilities for the role**

- Tertiary qualifications in library and information studies as recognised by the Australian Library and Information Association.
- Demonstrated experience of library practices and procedures, including new and emerging technologies.
- Capacity to lead, motivate and supervise staff so that service unit strategies are delivered while use of organisational resources is optimised.
- Ability to plan, organise, set priorities and manage time, so that organisational resources are optimised, and objectives are achieved within an agreed timeline.
- Capacity to communicate effectively both in oral and written form.
- Demonstrated ability to effectively use Microsoft suite of programs and electronic records management.
- Ability to provide a high level of customer service and advice.
- Advanced First Aid Certificate
- Possess and maintains a current class 'C' Drivers licence
- Current NSW Working with Children Check

## Key Internal Relationships

Who	
All QPRC Staff	From staff working in Planning, Development, Administration, Transport and Operations, Engineering, Recreation, Education, Innovation, Projects and Communications.

## Key External Relationships

Who	
Various External Stakeholders	At Queanbeyan-Palerang Regional Council we work to serve a growing and diverse Community Spreading over 5,500 Square Kilometres.

## Performance

Performance will be measured against Councils Values, LGNSW Capability Framework and Identified Skills.

## Council Values

Our values define the way we work and behave. We will promote and encourage our employees to adopt the shared values of:



### Integrity:

We role model ethical, transparent and professional decision-making and behaviour.



### Respect:

We promote diversity, inclusion, consultation and fairness.



### Innovation:

We are future-focused and creative; we embrace technology, risk and opportunity.



### Continuous Improvement:

We strive to be efficient and effective through the development of our structures, systems and processes.

## Our Reputation Matters

## **The Ethical Framework for the Government Sector**

The objective, core values and principles of the Ethical Framework are to be demonstrated in the conduct of all government sector employees and heads of government sector agencies.

### **Objective**

- Recognise the role of the government sector in preserving the public interest, defending public value and adding professional quality and value to the commitments of the Government of the day
- Establish an ethical framework for a merit-based, apolitical and professional government sector that implements the decisions of the Government of the day.

For more information: <https://www.psc.nsw.gov.au/workplace-culture---diversity/workplace-culture/the-ethical-framework>

## Capabilities for the role

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	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
	<b>Communicate and Engage</b>	Intermediate
Relationships	<b>Community and Customer Focus</b>	Intermediate
	Work Collaboratively	Intermediate
	<b>Influence and Negotiate</b>	Intermediate
Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	<b>Optimise Workforce Contribution</b>	Intermediate
	Lead and Manage Change	Intermediate

## 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
<b>Relationships</b> Communicate and Engage	Intermediate	<ul style="list-style-type: none"> <li>• Focuses on key points and communicates in 'Plain English'</li> <li>• Clearly explains and presents ideas and technical information</li> <li>• Monitors own and others' non-verbal cues and adapts where necessary</li> <li>• Listens to others when they are speaking and asks appropriate, respectful questions</li> <li>• Shows sensitivity in adapting communication content and style for diverse audiences</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>• Identifies and responds quickly to customer needs</li> <li>• Demonstrates a thorough knowledge of services provided</li> <li>• Puts the customer and community at the heart of work activities</li> <li>• Takes responsibility for resolving customer issues and needs</li> </ul>
<b>Relationships</b> Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> <li>• Builds a network of work contacts across the organisation</li> <li>• Approaches negotiations in the spirit of cooperation</li> <li>• Puts forward a valid argument using facts, knowledge and experience</li> <li>• Asks questions to understand others' interests, needs and concerns</li> <li>• Works with others to generate options that address the main needs and concerns of all parties</li> </ul>
<b>Workforce Leadership</b> Optimise Workforce Contribution	Intermediate	<ul style="list-style-type: none"> <li>• Develops team/ project plans that make the best use of the skills and strengths of people in the team</li> <li>• Plans and monitors resource allocation against unit/project plans</li> <li>• Identifies solutions to current and potential resource/capability gaps</li> <li>• Participates in workforce planning to ensure the availability of capable resources</li> </ul>