



## POSITION DESCRIPTION

### POSITION IDENTIFICATION

<b>Title</b>	Branch Librarian (Wanneroo)	<b>Level</b>	6
<b>Sub Unit</b>	Library Services	<b>Establishment No.</b>	CD11042
<b>Service Unit</b>	Cultural Development	<b>PD updated</b>	April 2016
<b>Directorate</b>	Community & Place	<b>Supervises</b>	10 staff
<b>Reporting to</b>	Coordinator Library Services		

### POSITION OBJECTIVE

The effective management of staff resources, collections and operations of the branch library.

### KEY ACCOUNTABILITIES

1. Lead and manage direct reports, team performance and work groups.
2. Effectively introduce and manage change.
3. Lead the delivery of excellent customer services in the library.
4. Lead the team in developing and delivering relevant, evidence informed services and programs.
5. Lead the delivery of services to curate information to enable access by the community.
6. Lead and manage the development, implementation and reporting of team plans.
7. Identify and delivery effective partnership opportunities to support library service.
8. Identify and lead community engagement opportunities to ensure the delivery of relevant library services.
9. Contribute to the development of strategic priorities and strategies as part of the Library Leadership Team.
10. Actively identify and facilitate continuous improvements for the library service.
11. Undertake other activities including undergoing training and development as required for execution of the role.
12. Comply with all City policies and procedures and relevant legislation.
13. Exercise duty of care in line with City Occupational Safety and Health policies.

### WORK RELATED REQUIREMENTS/SELECTION CRITERIA

#### Essential

1. Tertiary qualifications in library and information science, community development or related discipline, or equivalent experience.
2. Demonstrated understanding of and commitment to the role and function of public libraries in the community and their contribution to life-long learning.
3. Demonstrated ability in managing resources to meet strategic and operational needs.
4. Demonstrated experience in managing a library or community facility.
5. Extensive experience in the efficient utilisation of information systems and technology.
6. Advanced communication and negotiation skills
7. Advanced analytical and problem solving skills.
8. A positive, proactive approach to change and a willingness to work in any service unit across the City should it be operationally required.
9. National Police Clearance < six months old.

**Desirable**

1. Experience in developing and making accessible collections.
2. Knowledge of local government operations.
3. Experience working with community members from a variety of ethnic and socio-economic backgrounds.

**Special Requirements**

Nil

**EXTENT OF DELEGATED AUTHORITY**

Receives minimal direction and must work independently. Supervises a small team. Required to exercise decision making and problem solving with a high degree of autonomy. Able to approve expenditure up to \$7,500.

**CERTIFICATION**

The details contained in this document are an accurate statement of the position.

	Sue North	Fiona Hodges
Print Name:	Manager Cultural	Director Community &
	Development	Place

Signature:

  
Leader

  
NUL