



Position Title: Branch Librarian (TLACC)
Section: Community Services
Salary Point: 15

Position Description

Position No: PSC246

Position Objectives	To manage and develop Tomaree Library and Community Centre (TLACC) as an innovative, customer-focussed library and community centre that meets the information, education, cultural and recreation needs of the community.
Key Responsibilities	<ul style="list-style-type: none"> • Manage staff and operations of Tomaree Library and Community Centre including the recruitment and selection of new team members. • Co-ordinate and manage activities that contribute to the development of effective teamwork. • Contribute to budget management and financial transactions for both capital and recurrent expenditure. • Coordinate collection development and management to ensure a balanced collection of library resources. • Co-ordinate TLACC promotional activities including opportunities for promoting and publicising services, programs, activities and events. • Deliver, monitor, review and evaluate client services and programs. Consult with staff, customers, tenants and user groups to determine the requirement and demand for revised or improved services, programs and resources. • Plan, develop, deliver and evaluate services and programs, engaging others, building trust and contributing to team success. • Develop and maintain partnerships and strategic relationships with Council and community groups regarding delivery of programs and use of TLACC spaces. • Ensure TLACC is administered in an efficient and effective manner allowing equitable access for all groups, individuals and organisations. • Promote TLACC as an innovative, efficient and affordable venue for community, commercial, government and cultural activities. • Demonstrate and ensure adherence to PSC Values in the workplace. • Develop and deliver induction and training programs for new staff, volunteers and student placements.
Key Accountabilities	The Branch Librarian is responsible for managing staff and operations of the Tomaree Library and Community Centre. The role involves administration of the centre, co-ordinating collection development, delivering and evaluating client services and programs, providing access to print and electronic information, budget management, and contributing to the evaluation, forward planning and performance of Port Stephens Library Service.
Extent of Authority	Tasks are performed under the general direction of the Library Services Manager. The Branch Librarian is responsible for contributing to the provision of a quality Library Service in accordance with established procedures and processes. Regular examination of procedures, processes and guidelines, and instigating change, is a requirement of this role.
Judgement & Decision Making	There is a requirement to determine own work program within established priorities. Decisions are generally made within the scope of established procedures and guidelines, however interpretation of policies and procedures, and liaison and communication with customers, tenants and user groups is essential. There is a requirement to use initiative and judgment in resolving problems and issues identified or referred by staff, customers, volunteers, tenants and user groups.
Skills, Knowledge & Capacity	<p>Organisational</p> <ul style="list-style-type: none"> • Demonstrated commitment to a customer service culture and delivery of quality service. • Commitment to learning and understanding the Australian Business Excellence philosophy. • Conduct that demonstrates to others a commitment to Council's values of Respect, Integrity, Teamwork, Excellence and Safety. • Understanding of equity and diversity and work health and safety in the workplace. • Commitment to continuous improvement and a willingness to embrace change.

	<p>Interpersonal</p> <ul style="list-style-type: none"> • Commitment to support, develop and empower staff. • Demonstrated skills in negotiation, problem solving and conflict resolution. • Demonstrated ability to motivate, coach and mentor team members. • Demonstrated high level written and oral communication skills. <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Tertiary qualifications in Library and Information Science with eligibility for membership of the Australian Library and Information Association (ALIA) or extensive experience commensurate to the qualification. • Experience in provision and management of branch library services including supervision of staff. • Experience in community engagement and delivery of library services, programs and events. • Experience in staff training and development. • Experience in managing multiple projects and tasks. • Proficient computer skills including the use of electronic resources, Internet applications and Library Management Systems. 			
Capabilities (Adept)	Capability Group	Capability	Capability Group	Capability
	Personal Attributes	Manage Self	Results	Plan and Prioritise
		Displays Resilience and Adaptability		Think and Solve Problems
		Act with Integrity		Create and Innovate
		Demonstrate Accountability		Deliver Results
	Relationships	Communicate and Engage	Resources	Finance
		Community and Customer Focus		Assets and Tools
		Work Collaboratively		Technology and Information
		Influence and Negotiate		Procurement and Contracts
	Workforce Leadership	Manage and Develop People		
		Inspire Direction and Purpose		
		Optimise Workforce Contribution		
Lead and Manage Change				

POSITION DESCRIPTION APPROVED

Employee _____

Date _____