

POSITION DESCRIPTION

POSITION	Assistant Branch Librarian
PRIMARY LOCATION	Geelong Library & Heritage Centre (GLHC)
AWARD CLASSIFICATION	Band 5
POSITION DURATION	Permanent Full-time
HOURS OF DUTY	140 hours per 28 days
CONDITIONS OF EMPLOYMENT	Geelong Regional Library Corporation (GRLC) Enterprise Agreement (2017) and its successors
OCCUPANT	Vacant
APPROVED BY	Chief Executive Officer
DATE	9 February 2018

POSITION OBJECTIVES

Actively contribute to the development of an effective and efficient library and information service to meet the recreational, cultural, information and education needs of Library members and visitors

In collaboration with the Branch Librarian GLHC, develop and deliver key library related services to support the operational needs of a progressive library service and iconic cultural centre

Support the GLHC Branch Librarian in all aspects of the delivery of library services operating as Acting Branch Librarian as required

Develop and nurture positive relationships and partnerships with fellow staff members and relevant stakeholders

Actively promote the library as a dynamic and integral part of the community

Contribute to organisational objectives in accordance with approved plans, policies, procedures and guidelines

ORGANISATIONAL CONTEXT

The Geelong Regional Library Corporation is one of Victoria's largest library networks covering some 5,500 square kilometres providing library and heritage collection services to four councils: Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire.

The network comprises a central Geelong Library & Heritage Centre located in the heart of the Geelong Cultural Precinct, a group of fifteen Community Libraries in urban, rural and coastal locations, two mobile library services and a community library service.

ORGANISATIONAL RESPONSIBILITIES

Contribute to the achievement of the vision, mission and goals through the strategies and actions articulated in the Library Plan.

Adopt and model GRLC's values embodied in the service principles articulated in the Library Plan:

- Intellectual freedom
- Equity and access
- Community focus and engagement
- Innovation
- Collaboration
- Workforce support and development
- Integrity and service excellence
- Good governance.

To contribute to a creative, flexible and resilient Library Services and Customer Experience team and Geelong Regional Library Corporation team.

To work according to the Library's values and service principles through individual and team actions.

To take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions in our workplace.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Branch Librarian GLHC
Directly supervises:	N/A
Internal Liaisons:	All Staff
External Liaisons:	Library members Guests and visitors to the GLHC External suppliers, contractors and service providers Cultural precinct organisations Member Council staff Community sector Victorian public library colleagues Education sector

KEY RESPONSIBILITIES

1. Branch Services

Oversee day-to-day branch operations including assuming role of Duty Manager as required

Work with the GLHC Library Administration Officer to review and implement required roster changes

Schedule, resource, monitor and report on GLHC tour bookings

Review and check staff timesheets/leave requests for Branch Librarian approval

Undertake circulation and information desk duties as rostered and required

Support collection management and stock rotation with guidance from specialist staff

Support the implementation of GRLC policies and procedures and GLHC specific procedures

2. Building Services

With reference to GLHC's cleaning contract, monitor performance against standards, report and review any follow up action

Liaise with security contacts in relation to GLHC security access, issues, repairs and maintenance, follow-up as required

Act as point of contact in relation to building services requirements at the GLHC, record and report on building services requirements

3. People and Teams

Promote a customer-centred focus, community orientation and team spirit in the delivery of all library services

Contribute to the provision of positive leadership and supervision for branch staff

Support staff in understanding and following library policies and procedures

Co-ordinate work experience placements

Schedule and contribute to the training and inductions for new GLHC library staff

Collaborate with and support specialist staff such as Collection Access, Events and Programming, children's and Youth Services, Marketing and Communications in the achievement of GLHC and organisational goals

Actively identify opportunities or concerns timeously bringing these to the attention of the Branch Librarian GLHC

Attend and participate in staff meetings and staff development opportunities

4. Information Technology

Review information technology issues and problems and rectify as required

Ensure timely communication with specialist staff to ensure IT hardware and software is maintained at optimum levels with follow up as required

Maintain awareness of ongoing technological advances as regards information and library services

5. Reporting

Contribute to GLHC record keeping requirements, completing reports as required

Report on the usage of programs, activities and events contributing to qualitative analysis as required

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable for the key responsibilities outlined in the position description and has authority to carry out these responsibilities

Authority is determined by GRLC policies and procedures, clear objectives and work plans

Guidance is dictated by policy and procedure with management guidance mostly available

JUDGEMENT AND DECISION MAKING

Deliver work plans and actions based on agreed resources

Use previous experience and agreed protocols when making decisions

Guidance is available as required from policy and procedure and management

SPECIALIST SKILLS AND KNOWLEDGE

Well-developed knowledge and understanding of library services and activities and the ability to implement Library policy and procedure

Demonstrated ability in the planning, promotion and delivery of library programs

Sound general knowledge and interest in latest developments in public library trends, information technology and provision of virtual library services

Advanced level of administrative skills including proficient skills in information technology and software including Microsoft Office suite, web-based systems, Library Management System applications

Demonstrated ability to positively support and work effectively with a range of relevant stakeholders as well as a contributing member of a multi-disciplinary team

MANAGEMENT SKILLS

Ability to manage time effectively, prioritise and plan work of self and others to achieve library operations and objectives

Ability to contribute to the continuous improvement of GRLC

Ability to work independently and constructively as a flexible team member as well as lead the team when required

Ability to understand the organisational context, related policy and procedure in support of GRLC organisational plans and objectives

INTERPERSONAL SKILLS

Highly developed interpersonal skills with the ability to influence and proficient written communication skills

Ability to develop and positively maintain partnerships with key stake holders

Ability to liaise effectively and sensitively with a diverse community

Proficient conflict resolution skills

QUALIFICATIONS AND EXPERIENCE

Tertiary qualification which confers eligibility for Associate Membership of Australian Library and Information Association

Experience of working in a library environment, preferably in a public library

Experience in program planning and service delivery desirable

Current Victorian Drivers Licence

KEY SELECTION CRITERIA

A tertiary qualification which confers eligibility for Associate Membership of Australian Library and Information Association

Demonstrated understanding of the role/s of public libraries in communities and a community-centred approach to service delivery

Ability to implement a range of public library programs and activities in the context of community building, lifelong learning and literacy development

Highly developed interpersonal skills with the ability to influence and proficient written communication skills

Demonstrated ability to supervise staff and lead on occasion, develop and assist in coaching individuals and capable teams

Commitment and ability to work effectively in a team based environment as well as the ability to work independently

Demonstrated ability in the delivery of print and electronic information services utilising high level information technology skills including use of the Internet, word processing, library management systems

Current Victorian Drivers Licence

TERMS AND CONDITIONS

The Assistant Branch Librarian is classified as a Band 5 within the Geelong Regional Library Corporation Enterprise Agreement 2017 and the salary is currently \$65,926 to \$75,812 per annum plus superannuation.

Vision Super scheme is the default fund determined in the Enterprise Agreement. Annual, sick and long service leave accruals apply pursuant to the Enterprise Agreement.

Rostered hours will be determined by the Branch Librarian according to operational requirements and are subject to change. The Enterprise Agreement 2017 provides for a spread of normal hours between Monday to Friday and Saturday mornings until 12 noon. Hours worked on Saturday afternoon and Sunday will attract penalty rates.

Appointment to this position is subject to the successful applicant being able to provide or willing to undergo a Police and Working with Children check.

A six-month probationary period applies.

SPECIAL CHARACTERISTICS

In line with operational requirements, work may be rostered at any service location within the Corporation and a component of early morning, evening and weekend will be required as part of the normal rostered hours of duty of this position.

Physical work and manual handling is an intrinsic requirement of working in libraries. This includes standing for significant periods of time, continuous activity that involves movements such as lifting, bending, carrying and pushing.

JOB APPLICATION GUIDE

All applicants should carefully read the Job Application Guide located on the Employment Page of GRLC's website which provides further information and outlines the requirements when applying for a job with GRLC.

CLOSING DATE FOR APPLICATIONS

25 February 2018.