

Position Description

Position Title	Branch Librarian
Job role	Leadership support / Community engagement / Oversee library services and programs
Award classification	Band 5
Status	Permanent, as per contract
Hours of work	As per contract, Specific Engagement
Branch, Department and Division	Library Services Operations; Community Experience
Location	As per contract
Reports to	Library Coordinator
Salary range	\$74,798 - \$86,015
Approved by	Director, Community Experience
Date	April 2024
Contact Officer	Library Coordinator

About the role

A Branch Librarian plays a pivotal role in leading the daily operations of a local library and a welcoming and resourceful environment for the community. Their responsibilities include managing library collections, facilitating access to information, and organising programs and events that cater to the community's diverse interests and needs. They supervise small teams, provide training, and ensure efficient service delivery. Additionally, Branch Librarians engage in community outreach, promoting library services, and fostering partnerships with local organisations. They manage their rosters, oversee the maintenance of the library space, and adapt to technological advancements to enhance the library's offerings. Overall, their role is integral to connecting the community with information, resources, and educational opportunities.

Under the direction of the Library Coordinator, the main duties of the role are to:

- Manage the daily operations of the library, including supervising staff, delivering services and programs, maintaining the collection, keeping records, handling money, and following GRLC policies and procedures
- Oversee the maintenance and improvement of the library facility, collection, furniture, and layout to support social connection and create a welcoming “community lounge room” atmosphere
- Support, engage and develop the capacity and capability of team members
- Identify and liaise with key local stakeholders to activate spaces with creative and engaging events and programs
- Undertake targeted community outreach with key priority groups to promote library services
- Identify community needs, gaps, and opportunities to ensure a proactive and collaborative approach
- Attend and participate in staff meetings and staff development opportunities, maintain and continually develop professional awareness and skills through formal and informal channels
- Ensure that all information is handled and managed in accordance with GRLC’s Privacy Policy
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve goals

- Apply the principles of GRLC Values, Code of Conduct, Child Safety and Wellbeing, workplace diversity principles, work health and safety and collaboration within a work and team environment

Experience & Qualification Requirements

- Degree or graduate diploma in a relevant discipline, or, experience in managing a library service
- Demonstrated understanding of the role/s of public libraries in communities and a community-centered 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 lead and supervise staff, develop and assist in coaching individuals and 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
- Experience in adult and/or children's and youth program planning and delivery desirable
- Current Victorian Driver's License

Who are we

The Geelong Regional Library Corporation's (GRLC) purpose is to provide a thriving public library service that boosts our communities' health, prosperity, connectedness and belonging. This is particularly pertinent as we contribute to the recovery of our region during and post pandemic.

We are a consistently recognised leader in Victoria's public library sector and provide services across the five local government areas that are part of the G21 region. We operate 20 libraries, Victoria's largest regional archive and heritage centre, and a 25-stop mobile library service. We create safe and welcoming spaces for everyone and host a rich calendar of learning and cultural programs and events with live audiences and via online platforms.

We continue to embed an organisational culture that is curious, caring, skilled and confident to experiment during these transformative times. We are focused on establishing strategic transformative frameworks and systems that will ensure we are known as a sustainable, well-governed, and future focused organisation.

We aspire to be regional leaders in technology and innovation so that, as the custodians and distributors of accumulated knowledge and resources, we can ensure universal access for everyone in our growing region, whether online, in our libraries, or through outreach and innovative partnerships.

Are you eligible?

To be eligible for the role you must be an Australian citizen, permanent resident or have appropriate work rights in Australia.

The successful candidate will be required to provide the following:

- a Police check (no older than 6 months)
- a current Employee Victorian Working with Children Check prior to commencing your employment with GRLC

How to apply

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- A current resume
- A statement/cover letter (500 words maximum), describing how your skills, knowledge, and experience address the main duties of this role

Geelong Regional Library Corporation is proud to be a workplace that champions diversity. Our commitment is for our people to be safe, included and supported so that they can be at their best. As an equal opportunity employer, we encourage applications from First Nations peoples and people with diverse gender identities and expression, ethnicity, cultural background, sexual orientation, ability and age. We look for the right values, skills and knowledge to build our capabilities so that we can best deliver for and represent our community.

Staff name:

Signature:

Date: