

POSITION DESCRIPTION

POSITION:	Branch Librarian
PRIMARY LOCATION:	Torquay Library
AWARD CLASSIFICATION:	Band 6
POSITION DURATION:	Permanent full-time
HOURS OF DUTY:	70 hours per fortnight
CONDITIONS OF EMPLOYMENT:	Geelong Regional Library Corporation Enterprise Agreement (2010) and its successors
OCCUPANT:	Vacant
APPROVED BY:	Executive Manager Corporate Services
DATE:	5 February 2014

Our Vision

A strong vibrant connected community:

- Enriched by reading
- Empowered by learning
- Inspired by information and ideas

Our Mission

We will create opportunities for our community to read, learn and connect with each other and the world:

- By delivering innovative and exemplary library services
- By facilitating equitable access to information and technology
- Through our library staff's knowledge, expertise and encouragement.

Our Goals

The Geelong Regional Library Corporation strives to enrich, empower, enlighten and inspire the community we serve – providing library services, programs, collections, spaces and experiences that create opportunities for our community to read, learn and connect with each other and the world.

Goal One: Learning to read, reading to live

Goal Two: Becoming part of everyday life

Goal Three: Transforming the way we work

Goal Four: Bridging the past and the future



Values and Service Principles:

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

ORGANISATIONAL CONTEXT

Established in 1997, Geelong Regional Library Corporation (GRLC) is a cooperative venture with four municipalities: Borough of Queenscliffe, City of Greater Geelong, Golden Plains Shire and Surf Coast Shire. Total population served is just over 260,000, through an extensive network of 16 branch libraries, 2 mobile libraries, a community library service and virtual library services. The Corporation is governed by a Board comprising Councillors from each of the member Councils. The Regional Library Support Centre delivers services on a regional basis via the branch, mobile and virtual network of libraries including specialist skills & knowledge, technical services and administrative support.

Libraries are becoming less about quiet reading and contemplation and more about lifelong learning, community strengthening and social interaction. Bright and welcoming spaces, access to technology, quality print and online collections, literary events and programs all make a vibrant contribution to the creative knowledge economy.

Our population is both growing and changing. Our region is one of the fastest growing in the country and reflects the national trends in birth rates, an ageing demographic and continued migration. These trends provide us with a rich tapestry of library users: young people who are 'born digital', seniors who are increasingly active and engaged in the broader world and a culturally diverse migrant community.

The next five years will see us lead in the development of technology-enabled service delivery both within our physical library spaces and online. Increasingly technology will be seamlessly integrated into people's lives and the library's collection and programs will reach our users anywhere any time. We will also herald a new era in the Geelong region with the opening of the Geelong Library and Heritage Centre. Located in the Cultural Precinct this iconic landmark will contribute significantly to place-making and urban socio-cultural regeneration. It will be the central library for our extensive regional network of libraries, a community and cultural space for local residents, a centre for discovery of information about Geelong and a major destination for visitors from both within and outside the region.

The Library Plan 2013-2017



ORGANISATIONAL RESPONSIBILITIES

To contribute to the achievement of our Vision and Mission through the actions identified in the Library Plan

To contribute to a creative and productive Library and Learning Services Team and GRLC

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: **Regional Manager Bellarine/Surf Coast**

Directly supervises: Local branch staff as rostered
Relief staff
Work placement and work experience students

Internal Liaisons: All staff

External Liaisons: Library users
Education sector
Community sector
Victorian public library colleagues
External suppliers, contractors and service providers
Cultural precinct organisations
Member Council staff
Guests and visitors to the libraries

POSITION OBJECTIVES

Provide high quality, community focused library & information services and programs

Carry out administrative and service operations of the Branch Library

Develop and nurture partnership approach with relevant community stakeholders

Fulfil the objectives of GRLC in accordance with approved plans, policies, procedures and guidelines

Contribute to GRLC forward planning processes, particularly in relation to the needs of the Torquay community

KEY RESPONSIBILITIES

1. Branch Services

Administration and maintenance of library including supervision of staff, reference, circulation, service and program provision, collection management & maintenance, record keeping & reporting, money handling

Ensure safe, clean and welcoming physical environment

Undertake circulation and information desk duties as rostered

Provide effective and professional print & electronic reference & information services and programs to all library users

Provide general library & user education programs for all ages e.g. library tours, internet demonstrations, children's programs, book groups

Notify relevant maintenance contacts in relation to the repair and maintenance of the library and follow up as required

Oversee the implementation of library policies and procedures

Promote the use of display case facilities, process meeting room bookings, and ensure the facility is adequately maintained

2. Lifelong Learning

In conjunction with the Manager Events & Programming and the Children's and Youth Services Co-ordinator:

- Assist in the development and delivery of lifelong learning events and programs for children, youth and adults covering a range of literary and literacy events, programs and activities that encourage enthusiasm for reading and writing across all age groups whilst increasing the GRLC's profile and reputation
- Assist in the development and implementation of innovative and developmentally appropriate children's and youth services programs and activities including regular programs and national events such as Book Week
- Actively consult and form positive partnerships with community individuals, groups, agencies and organisations to ensure relevance and reach of programs

3. People and Teams

Provide positive leadership and supervision for branch staff

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

Ensure staff understand and demonstrate library policies and procedures

Ensure all staff under supervision are trained in safe work practices and operation of equipment and are aware of all OHS policies and procedures

Participate in and perform duties required by various library teams, such as collection services, events and programming, children's programs, marketing and promotions, outreach

Participate in staff reviews and prepare an annual work plan to support organisational objectives

Contribute to the successful operation of the library service by assisting colleagues and senior staff to support and meet the organisational objectives, goals and strategies of corporate plans

Maintain and continually develop professional awareness through reading of professional and other relevant literature and attendance at professional meetings and seminars

Attend and participate in staff meetings

Where applicable promote cohesive working relationships with Council staff, liaising as required regarding facility operational issues

4. Information Technology

Provide information technology services and programs including access to the internet and software packages

Promote the use of electronic databases and virtual library services to all members of the community

Troubleshoot information technology issues and problems as first port of call

Communicate with specialist staff to ensure that information technology hardware and software programs are maintained at optimum level and with minimum downtime

5. Collections

Under the guidance of the Collections staff maintain collections in accordance with the Collection Development Policy and established procedures

Ensure fast access for members to new materials

Participate in print and electronic collection development by providing suggestions and advice regarding local community needs to specialist staff

Provide reader development services and participate in the promotion of literature based programs

6. Outreach

Build and nurture positive relationships with key community stakeholders

Proactively promote library services widely in the community

Where appropriate undertake outreach visits to promote library services including to Community Centres and Neighbourhood Houses and other appropriate organisations and groups

Plan and organise regular introductory visits by local community groups

Display current promotional material appropriately and effectively

7. Budget

Monitor branch expenditure in accordance with the budget

Make recommendations for capital, operational and budget considerations

8. Reporting

Submit clear and concise reports, including monthly and annual operational reports within organisational timelines and requirements

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Supervise Torquay Library resources, staff and customer service

Supervise Torquay Library within GRLC policy and guidelines.

Report to Regional Manager Bellarine/Surf Coast regarding implementation of work plans, strategic actions and plans

JUDGEMENT AND DECISION MAKING

Deliver work plans and actions based on agreed resources and alternatives

Use previous experience and agreed protocols when making decisions

Guidance from the Regional Manager Bellarine/Surf Coast is available as required

SPECIALIST SKILLS AND KNOWLEDGE

Awareness of and ability to implement library policies and strategies

Demonstrated ability in the delivery of information and circulation services

Sound general knowledge and interest in reader and literacy development

Ability to plan, develop and conduct community programs & activities

High level skills in information technology and software including Microsoft Office suite, Web based systems, Library Management System applications

Knowledge of and interest in latest developments in public library trends, information technology and provision of virtual library services

Ability to analyse and troubleshoot equipment and software malfunctions

Demonstrated ability to supervise staff within the branch

MANAGEMENT SKILLS

Ability to manage time effectively, prioritise and plan own work and that of staff in order to achieve Library objectives

Ability to contribute to continuous improvement within the Library's strategic and policy context

Proven ability to work independently as a constructive and flexible team member



An understanding of the organisational context including procedures and policies relating to the library and the goals of GRLC

INTERPERSONAL SKILLS

Highly developed interpersonal and written communication skills

Ability to develop and maintain partnerships with key stake holders

Conflict resolution skills

Ability to liaise effectively and sensitively with a diverse community

Appreciation of how public libraries contribute to developing sustainable communities

QUALIFICATIONS AND EXPERIENCE

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

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

Current Victorian Drivers Licence

First Aid qualification or willingness to attain

KEY SELECTION CRITERIA

A tertiary qualification which provides eligibility for Associate Membership of Australian Library & Information Association

Demonstrated understanding of the role/s of public libraries in communities and a community focussed 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

High level information technology skills including use of the Internet, word processing, library management systems

Demonstrated ability in the delivery of print and electronic information services

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

High level communication & interpersonal skills, including the capacity to build relationships with diverse community members and to foster and maintain positive partnerships with key stakeholders

Current Victorian Drivers Licence

Current Working with Children Check



TERMS AND CONDITIONS

The Branch Librarian is classified as a Band 6 within the Geelong Regional Library Corporation Enterprise Agreement 2010 and the salary is currently \$67,155.80 - \$72,732.50 plus superannuation.

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

The Enterprise Agreement 2010 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 Police and Working with Children checks.

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 evening and weekend may be required as part of the normal rostered hours of duty of this position.

Manual handling is an intrinsic physical requirement of this role. This includes:

- standing for significant periods of time
- continuous activity that involves movements such as lifting, bending, carrying and pushing