

## POSITION DESCRIPTION

<b>POSITION</b>	Manager Community Capital Projects
<b>SECTION / WORK UNIT</b>	Geelong Regional Library Corporation
<b>LOCATION</b>	Geelong Library and Heritage Centre
<b>AWARD CLASSIFICATION</b>	Band 7
<b>HOURS OF DUTY</b>	Temporary, Full-Time, 3 years contract
<b>CONDITIONS OF EMPLOYMENT</b>	Geelong Regional Library Enterprise Agreement (2017) and its successors
<b>REPORTS TO</b>	Executive Manager, Digital Solutions & Innovation
<b>OCCUPANT</b>	Vacant
<b>APPROVED BY</b>	Executive Manager, Digital Solutions & Innovation
<b>DATE</b>	June 2021

### GEELONG REGIONAL LIBRARY CORPORATION

Established in 1997, the Geelong Regional Library Corporation (GRLC) is a consistently recognised industry leader in Victoria. Leading the way to enable our community to thrive, we take our mission to heart to be an exemplary library service and create opportunities for our community to read, learn, work and connect with each other and the world.

Not only are we the custodians and distributors of accumulated knowledge and resources, we are also a leader in all things technology and innovation to ensure inclusive access of this knowledge for all of us to be enriched, empowered and inspired in our lives.

We enable a safe space for all users to have the best library experience at all ages and have an incredibly rich calendar of learning and cultural programs throughout our network inclusive of the Geelong Library and Heritage Centre, our 18 community branches and 3 mobile libraries across 5 local government areas.

We are honoured to undertake delivering on our important responsibilities and proud of strong established relationships based on respect, care and kindness.

### POSITION OBJECTIVES

- Actively represent the corporation and advocate for library service requirements in key capital projects across our member Council areas.
- Develop effective relationships and facilitate a collaborative approach with member Councils, contractors and key stakeholders during the development of major projects to achieve fit-for-purpose library spaces, services and programs that reflect contemporary library requirements.
- Ensure that short and long term needs of the community are considered in the development and delivery of library infrastructure and other major projects

## ROLE RESPONSIBILITIES

- Develop functional briefs that outline library requirements and design criteria for capital projects, to influence the design and development of library spaces.
- Provide expert advice on library requirements and respond to requests for information during the concept, design and development phases of capital projects led by member Councils.
- Represent the Corporation on member Council capital project working groups and advocate for library infrastructure requirements
- Build strong relationships with project managers and facilities officers at member Councils, to facilitate the improvement of library spaces.
- Oversee the maintenance and development of furniture, fittings and equipment by planning, leading and implementing minor refurbishment projects to refresh library spaces within budget.
- Develop operational service models for new infrastructure projects, identifying options for staff resourcing and operational management of new or redeveloped facilities.
- Facilitate and coordinate internal project working groups to ensure that key stakeholders within the corporation have the opportunity to contribute to the planning and delivery of capital projects.
- Provide high level advice and recommendations to the Executive team on the development of library infrastructure and major service development opportunities.
- Conduct strategic planning to identify future library infrastructure requirements and update GRLC infrastructure plans in collaboration with member Councils.
- Identify community needs, gaps and opportunities and develop infrastructure development initiatives to enhance the delivery of library services.
- Manage minor refurbishment projects to oversee the replacement of furniture, fittings and equipment in line with the Corporation's priorities and budget.
- Develop and implement decanting and operational plans for relocation of libraries and commencement of library services in new buildings.
- Participate in the development and management of other key projects related to strategic and service delivery.
- Build and embed a best practice project management framework for the realisation of major and minor projects across the organisation.
- Foster a culture of reflection and "lessons learned" in the lifecycle of projects at GRLC to ensure continuous improvement and growth.
- Lead an authentic commitment to public participation in all phases of major strategic projects.
- Contribute towards the governance and reporting responsibility for actions identified in the GRLC Library Plan annual priorities/action plan

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Represent the corporation at project working group meetings and be able to provide accurate and on the spot advice that represents GRLC interests.
- Responsible for reviewing and developing a furniture, fittings and equipment schedule with specific focus on furniture and shelving requirements.
- Prepare procurement and tender documentation and manage the delivery of corporation led projects such as minor refurbishment of furniture and fittings.
- Manage budget allocation for assigned projects
- Monitor performance against deadlines and milestones
- Develop and implement policies, plans, strategies and procedures for the library service relevant to area of responsibility.
- Responsible for ensuring that accurate functional briefs and design requirements are developed in order to inform member Councils during major capital projects.
- Liaise with relevant Managers to ensure that needs of different functional areas across the organisation are accurately reflected in design briefs.
- Develop proactive maintenance and replacement plans to ensure that furniture and fittings are safe and in good order.

**JUDGEMENT AND DECISION MAKING**

- Demonstrated ability to think strategically, creatively and problem solve, to develop innovative approaches, methods and processes utilising relevant knowledge, experience and procedures.
- Demonstrated ability to make informed and sound decisions regarding the development of library infrastructure, often at times without managerial guidance available.
- When managerial guidance is unavailable, identify and analyse an unspecified range of options
- Ability to prioritise projects to ensure timely involvement in Council led capital projects
- Guidance may be available from the Executive Manager, Library Services & Customer Experience
- Demonstrated ability to deliver work plans and actions based on agreed resources and alternatives.

**SPECIALIST SKILLS AND KNOWLEDGE**

- Specialist skills and understanding of library services to ensure that facilities are developed to meet contemporary best practice
- Demonstrated understanding of the role of public libraries in communities and a community-centred approach to service delivery.
- Demonstrated knowledge of Australian Library and Information Association national standards and guidelines, current library industry trends and policy specifically

related to the development of library spaces.

- Demonstrated ability to read and interpret architectural plans and design documentation
- Demonstrated skills in project management
- Experience participating in capital works projects as a key stakeholder
- Ability to plan, develop, deliver and evaluate community programs and activities
- Demonstrated skill in the use of Microsoft Office Project or similar, and the development of GANTT charts and project management tools.
- Awareness of and ability to implement library policies, procedures and strategies to meet the goals of the Corporation.

### **MANAGEMENT SKILLS**

- Proven ability to effectively lead projects, utilising project management and change management skills.
- Ability to manage time effectively, prioritise and plan own work and that of staff in order to achieve short and long term library objectives.
- Ability to adapt to a changing environment, and contribute to continuous improvement within the Library's strategic and policy context.
- Proven ability to work independently as a constructive and flexible team member
- Excellent project management skills to ensure that projects and library service wide initiatives are delivered effectively.
- Demonstrated experience in the development and review of strategic and operational plans
- Ability to interpret and manage relevant budget expenditure and make recommendations for capital, operational and/or development initiatives
- Ability to achieve GRLC objectives through the effective management of time, budgets and resource
- Demonstrated experience in the procurement of external consultants and contractors, contract management and financial management

### **INTERPERSONAL SKILLS**

- Highly developed communication skills with the ability to develop rapport, foster partnerships and work effectively with critical stakeholders in member Councils and government organisations.
- Ability to gain cooperation and deliver projects whilst developing and maintaining partnerships with key stake holders
- Effective conflict resolution, negotiation and influencing skills
- Ability to liaise effectively and sensitively with a diverse community
- Highly developed interpersonal and written skills with the ability to produce effective, plans, policies and procedures, and represent the corporation at appropriate meetings and forums.
- Ability to seek out new partnerships and to develop, nurture and maintain relationships with key stakeholders.

## QUALIFICATIONS AND EXPERIENCE

- A relevant tertiary qualification in project management, community development or library and information services
- Demonstrated experience and understanding of library service needs and requirements relating to the development of new and functional library spaces
- Experience in effective project management of a broad range of capital works projects
- Current Victorian Drivers Licence

## KEY SELECTION CRITERIA

### KEY SELECTION CRITERIA

A relevant tertiary qualification in project management, community development or library and information services, together with experience in effective project management of a broad range of capital works projects

Demonstrated experience and understanding of library service needs and requirements relating to the development of new and functional community oriented space

Demonstrated ability to make informed and sound decisions regarding the development of library infrastructure

Highly developed interpersonal and written skills with the ability to produce effective, plans, policies and procedures, and represent the corporation at appropriate meetings and forums.

Proven ability to effectively lead projects, utilising project management and change management skills.

Effective conflict resolution, negotiation and influencing skills, with the ability to gain cooperation and develop and maintain partnerships with key stake holders

Specialist skills and understanding of library services to ensure that facilities are developed to meet contemporary best practice, including knowledge of national library standards and guidelines related to the development of library spaces.

Current Victorian Drivers Licence

Current Working with Children Check

## ORGANISATIONAL RESPONSIBILITIES

### 1. Library Plan

- 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.

**2. Occupational Health & Safety**

- Adhere to all Occupational Health and Safety Policies including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- 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.

**3. Culture**

- Contribute to a more flexible, resilient and proactive culture by participating in organisational teams including the Strategic Leadership Group and the Library Services Team.
- Practice and promote EEO principles by treating fellow staff fairly and equitably and without discrimination and harassment
- Promote a positive image of the library to the community through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner
- Ensure awareness and adherence to all Geelong Regional Library Corporation policies and procedures.

**ORGANISATIONAL RELATIONSHIPS**

Reports to:	Executive Manager, Digital Solutions and Innovation
Directly supervises:	Project Officers as required
Internal Liaisons:	All staff
External Liaisons:	Library users
	Project Managers at member Councils
	Victorian public library colleagues
	External suppliers, contractors and service providers
	Cultural precinct organisations
	Member Council staff
	Guests and visitors to the libraries

## OTHER RELEVANT INFORMATION

- The Manager position is classified as a Band 7 within the Geelong Regional Library Corporation Enterprise Agreement 2017 and the salary is currently \$92,138 to \$102,340 pro rata plus superannuation.
- Vision Super scheme is the default fund determined in the Enterprise Agreement. Annual, sick and long service leave accruals will apply pursuant to the Enterprise Agreement.
- GRLC is a child safe and child friendly organisation committed to ensuring that all children who visit our libraries have the right to feel and be safe. Appointments to positions are subject to successful applicants providing positive Working with Children and Police checks.
- GRLC values equal opportunity and strives to create an inclusive and welcoming work environment that represents the diverse community we service. Applicants from Aboriginal and Torres Strait Islander people are encouraged to apply.
- We encourage expressions of interest and applications from people with a lived experience of disability, or long term illness or injury and people of all abilities, cultures, age, sex and gender.
- A six-month probationary period applies.

## APPLICATION PROCESS

Applications marked “private and confidential” including a covering letter, curriculum vitae, statement addressing the key selection criteria and three professional referees should be forwarded by email to:

Tom Edwards at [jobs@grlc.vic.gov.au](mailto:jobs@grlc.vic.gov.au)

Enquiries: Tom Edwards, Executive Manager, Digital Solutions & Innovation 03 4201 0508

**Applications close Sunday 11<sup>th</sup> July 2021**