



## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Branch Librarian</b>
<b>PRIMARY LOCATION:</b>	Drysdale Library
<b>AWARD CLASSIFICATION:</b>	Band 6
<b>POSITION DURATION:</b>	Permanent Full-time
<b>HOURS OF DUTY:</b>	70 hours per fortnight
<b>CONDITIONS OF EMPLOYMENT:</b>	Geelong Regional Library Corporation Enterprise Agreement (2013) and its successors
<b>OCCUPANT:</b>	Vacant
<b>APPROVED BY:</b>	Chief Executive Officer
<b>DATE:</b>	4 November 2016

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### 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 a 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 local community

### 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.

Contribute to a more flexible, resilient and proactive culture by participating in organisational teams including the Strategic Leadership Group and the Library Services Team.

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**

<b>Reports to:</b>	<b>Manager, Community Libraries</b>
<b>Directly supervises:</b>	Local branch staff as rostered Relief staff Work placement and work experience students
<b>Internal Liaisons:</b>	All staff
<b>External Liaisons:</b>	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

## **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, the Manager Children's and Youth Services and Manager Collection and Information Services:

- 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-centred 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 Branch Library resources, staff and customer service

Supervise Branch Library within GRLC policy and guidelines.

Report to Manager, Community Libraries 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 Manager, Community Libraries 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-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

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 the ability to work independently

Demonstrated ability to engage and lead staff within a branch setting

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

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

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 2013 and the salary is currently \$77,960 - \$84,434 per annum 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 2013 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 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**

**20 November 2016.**