



GOLDFIELDS LIBRARY CORPORATION

POSITION DESCRIPTION

POSITION TITLE:	Manager of the Gisborne Library
CLASSIFICATION:	Band 5
LOCATION:	Based at the Gisborne Library but may work at other locations
TENURE:	Permanent
FRACTION:	1.0EFT (70 hours per fortnight)

About the Goldfields Library Corporation

The Goldfields Library Corporation (GLC) services the Council areas of Greater Bendigo, Mount Alexander, Macedon Ranges and Loddon. We serve a population of almost 180,000 people with the eLibrary, 9 library branches, and 8 library agencies.

Our population base is growing and includes some of the fastest growing regional Councils, in Macedon Ranges and Greater Bendigo.

Our Corporation is privileged to be serving the diverse communities across 13,000km² of Central Victoria. Our staff strive to engage with and empower our communities with the services and programs we provide. We take pride in upholding excellence in customer service, and the quality and relevance of the services we deliver. Our workplace encourages; innovation, continuous improvement and learning, respect and fairness, and we strive to work collaboratively and cohesively. Building and fostering a dynamic team is at the forefront of our goals.

Vision

Explore, Engage and Create with Goldfields Libraries

Mission

We will enrich our communities by providing;

- Welcoming and inclusive spaces
- Friendly helpful and knowledgeable staff
- Access to information, collections and technology
- Programs for learning, creativity and recreation

Goals

Collections: A collection that encourages learning, enjoyment, imagination and enriches our culture.

Programs: Programs that support enjoyable opportunities for social connection, creativity and learning opportunities.

Technology: Innovative infrastructure and digital services that inspire and excite our community and enhance service provision.

Spaces: Welcoming and functional spaces.

Our people: Engaged and motivated staff that enable our communities to benefit from our collections, technology, programs and spaces.

Governance: The Board and staff work collaboratively to ensure organisational sustainability and equity of access.

POSITION SUMMARY

The Manager of the Library is a member of the GLC management team, participating in strategic planning, collaborative decision making, and holistically working towards achieving objectives of the organisation.

The position is responsible for managing smooth operations, a strong team of staff, the physical library space, the collection, patron satisfaction, and community engagement.

POSITION RESPONSIBILITIES

- To provide high level and responsive library and information service for customers of the Goldfields Library Corporation (GLC).
- As a member of the GLC management team plan, co-ordinate and evaluate the provision of library services for the library branch.
- Work with the Manager, Community Partnerships and Engagement to coordinate and deliver programs at the library branch.
- Manage operations of the Library, ensuring they meet community needs.
- In collaboration with the Collections Manager, manage and maintain the library's collections, ensuring that all collections are relevant and up to date.
- Plan and deliver programs and services in liaison with the Programs staff that are relevant to the needs of the community.
- Support the Manager, Community Partnerships and Engagement to maintain partnerships with local community organisations.
- Comply with occupational health and safety policies and procedures to ensure the safety and security of the building, staff and community.
- Support the implementation of the GLC Library Plan and functional area plans, ensuring staff workplans and performance reviews are completed in line with the GLC organisational plans.
- Participate in the development of the Library annual budget, and ensure it is adhered to.
- Prepare and present reports as requested.
- Attend management meetings, general staff meetings, and professional development activities.
- Train and supervise branch staff in the performance of their duties.

OCCUPATIONAL HEALTH AND SAFETY

The Goldfields Library Corporation is committed to upholding the highest possible standard of occupational health and safety practices, holding staff and patron safety of utmost importance. All employees of the GLC are expected to uphold a strong and supportive OH&S culture, which includes abiding by OH&S policies and procedures at all times, and by participating in professional development and committee meetings associated with OH&S within our workplace.

REPORTING LINE

Reports to: Manager, Community Partnerships and Engagement
Direct reports: Branch Library full-time, part-time, and casual staff, and volunteers
Collaborative Relationships: GLC Management Team

AWARD CLASSIFICATION

This Position Description has been classified in accordance with your Enterprise Agreement, including Part B of that agreement, the (former) Victorian Local Authorities Award 2001.

Accountability and Extent of Authority

- Branch Managers undertake supervisory roles of their employees as well as the resources within their branch.
- Branch Managers work within their allocated budgets and resources, and act according to their objectives, budgets and Corporation policies and procedures.
- Branch Managers provide support to senior employees, and provide regular reports on objectives, work plans and branch plans.

- Branch Managers are responsible for ensuring the provision of information services and library services to our community according to objectives, budgets and Corporation policies and procedures.

Judgement and Decision Making

- Branch Managers use their professional and technical knowledge and experience alongside Corporation policies and guidelines to solve complex problems, referring for guidance from more senior employees when needed.

Specialist Knowledge and Skills

- Branch Managers are expected to have a thorough understanding of the relevant technology, and operational procedures and processes used within the Corporation.
- Employees in these positions are also expected to support senior employees by understanding the long terms goals of their team, their branch, and of the wider Corporation.

Management Skills

- Branch Managers are to have excellent skills in managing time, setting priorities and planning and organising their own work, as well as that of other employees within their team with whom they conduct workplanning.
- Branch Managers achieve specific objectives with efficiency, punctuality, and within the resources available.
- Branch Managers have a thorough understanding of the Corporation's Human Resources policies, OH&S policies, and professional development guidelines, to ensure effective management of the branch manager's team of staff.

Interpersonal Skills

- Branch Managers supervise staff within their team or branch, including rostering, leave management, and workplanning.
- Branch Managers require the ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities, and be able to write reports and correspondence with regards to their activities.

Qualifications and Experience

- Branch Managers skills and knowledge are beyond those normally acquired through secondary education. A completion of a degree or diploma with little experience, or a lesser tertiary certificate or qualification with extensive experience, are expected for these positions.
- Desirable - current Driver's licence.

KEY SELECTION CRITERIA

1. Leadership qualities that provide a role model to your team, across the organisation and to external partners.
2. Excellent communication skills that enable negotiation and engagement.
3. Ability to manage a team of staff, and volunteers, to ensure effective service and project delivery in line with organisational plans.
4. Demonstrates a high level of digital and information literacy, including confidence and experience in library applications, databases, and websites.
5. Significant experience in reference, research and information provision.
6. Ability to manage positive relationship and partnerships with the community, educational institutions, local government, service providers and organisations.

This position has been approved by:

Signed by the incumbent:

Name:

Signature:

Date:

Name:

Signature:

Date:

Organisational Structure (Jan 2017)

