



## GOLDFIELDS LIBRARY CORPORATION

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Manager of the Romsey Library
<b>CLASSIFICATION:</b>	Band 5
<b>TENURE:</b>	Permanent

#### **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 13,000km<sup>2</sup> 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**

Goldfields Libraries: Where Communities Explore, Engage and Create

#### **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:** We provide access to a collection that is relevant and responsive to build knowledge, enrich our culture and for enjoyment.

**Programs:** We offer and enable the delivery of programs, activities, workshops and learning opportunities that enable people to explore their interests, connect with others and expand their thinking.

**Technology:** We provide innovative infrastructure and digital services that inspire and excite our community and enhance service provision.

**Spaces:** We create welcoming and functional spaces that are both physical and virtual, that enable people to work, connect, learn and relax.

**Our people:** We invest in our people through training, development and recruitment to build a highly skilled team that adds value to our collection and spaces, user experience and community engagement.



### 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

- Leadership qualities that provide a role model to your team, across the organisation and to external partners.
- Excellent communication skills that enable negotiation and engagement.
- Ability to manage a team of staff, and volunteers, to ensure effective service and project delivery in line with organisational plans.
- Demonstrates a high level of digital and information literacy, including confidence and experience in library applications, databases, and websites.
- Significant experience in reference, research and information provision.
- 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 (Aug 2017)

