***Wentworth***

**Serving our community**

|  |  |
| --- | --- |
| Position Description Team Leader – Library Services |  |

|  |  |
| --- | --- |
| **Directorate** |  **Office of the General Manager** |
| **Location**  |  **Primarily based at Council’s Wentworth site and alternate locations as operationally necessary.** |
| **Classification/Grade/Band** |  **PS3 2A – 3A** |
| **Position Code** |  **R2021/06** |
| **Date position description approved** |  **March 2021** |

# **Council overview**

The Wentworth Shire Local Government Area has a population of nearly 8,000 and covers approximately 26,000 square kilometres making our region one of the most sparsely populated rural council areas. It incorporates the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed. The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth. Library services are also delivered at Council’s Midway Centre Buronga, Dareton and Pooncarie outreach facility.

Council has secured significant external funding in the past two years and has a number of projects in progress including the creation of a new visitor information/interpretive centre and library. As Team Leader you will have the opportunity to be part of the project team to bring the new Wentworth Library to life. This role offers plenty of scope for the right candidate, so if you're ready for a rewarding career with an ‘*on the move’* Council – look no further!

# **Council values**

* Honesty and Integrity.
* Accountability and Transparency.
* Respect.
* Quality.
* Commitment.

# **Primary purpose of the position**

The Team Leader – Library Services will provide innovative, engaging and customer focused public library services that are responsive to the needs and aspiration of the community. The team leader will develop a strong cohesive and enthusiastic team, through professional, innovative and progressive management expertise.

**Duties**

* Supervise and develop a responsive library service.
* Deliver leadership that successfully manages change while engaging, developing and involving staff.
* Develop and implement innovative library strategic plans (including identification of potential of future service delivery), policies, program and procedures in accordance with community needs and Council’s strategic objectives.
* Manage and monitor library finances including preparing budget estimates.
* Oversee the effective development and marketing of the library services and programs.
* Manage the library operation system.
* Develop and manage the library collection, selecting resources in the format appropriate to user needs and with consideration of current available technology and future technological developments.
* Supervise the security and maintenance of library facilities
* Undertake all duties associated with the operation of the libraries, as required.
* Undertake all identified training requirements associated with the position.
* Support the work of the Wentworth Historical Society

# **Key dimensions**

# **Reports to**

Manager Tourism and Promotion

# **Direct reports**

8 (includes fulltime, part time and casual staff)

# **Estimated number of indirect reports**

Nil

# **Budget (operating and capital expenditure)**

Nil

# **Key selection criteria - essential requirements**

* Relevant qualifications in Library or Information Management as recognised by ALIA and demonstrated experience in a similar role.
* NSW Working with Children check.
* Proven ability to lead and participate in teams to achieve outcomes and develop others to work effectively with innovative ideas and practices.
* Demonstrated awareness of current library trends.
* Excellent computer skills and well -developed digital literacy skills including applications and systems used within the library environment.
* Highly developed interpersonal, oral and written communication skills, including consultation, negotiation and conflict resolution.
* Demonstrated customer service skills and an ability to ensure the provision of excellent customer service.
* Website content management and social media experience.
* Ability in developing and delivering programs, services and events
* Current Class C Drivers Licence.

# **Key selection criteria - desirable requirements**

* Experience working in the Local Government sector.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

| Local Government Capability Framework |
| --- |
| **Capability Group** | **Capability Name** | **Level** |
| **Personal attributes** | Manage Self | Advanced |
| Display Resilience and Adaptability | Advanced |
| **Act with Integrity** | **Highly Advanced** |
| Demonstrate Accountability | Advanced |
| **Relationships** | Communicate and Engage | Advanced |
| **Community and Customer Focus** | **Highly Advanced** |
| Work Collaboratively | Advanced |
| Influence and Negotiate | Advanced |
| **Results** | Plan and Prioritise | Advanced |
| Think and Solve Problems | Advanced |
| Create and Innovate | Advanced |
| **Deliver Results** | **Highly Advanced** |
| **Resources** | Finance | Advanced |
| **Assets and Tools** | **Highly Advanced** |
| Technology and Information | Advanced |
| Procurement and Contracts | Advanced |
| **Workforce Leadership** | Manage and Develop People | Advanced |
| **Inspire Direction and Purpose** | **Highly Advanced** |
| Optimise Workforce Contribution | Advanced |
| Lead and Manage Change | Advanced |

**Focus capabilities**

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

| Local Government Capability Framework |
| --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Act with Integrity | Highly Advanced | * Champions and acts as an advocate for the highest standards of ethical and professional behaviour
* Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation
* Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use
* Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour
* Acts promptly and visibly in response to complex ethical and people issues
 |
| **Relationships**Community and Customer Focus | Highly Advanced | * Creates an organisational culture which embraces high quality customer service
* Ensures that management systems, processes and practices drive service delivery outcomes
* Ensures that community and customer needs are central to strategic planning processes
* Establishes systems to set and monitor service delivery standards in line with customer and community expectations
* Ensures council services contribute to social, environmental and economic sustainability in the community/region
 |
| **Results**Deliver Results | Highly Advanced  | * Creates a culture of achievement by setting stretch goals and high expectations for self and others
* Shares leadership responsibility and decision making authority, where possible
* Drives organisational activity in an environment of ongoing change and uncertainty
* Identifies and removes potential hurdles to achievement of sustainable outcomes
 |
| **Resources**Assets and Tools | Highly Advanced  | * Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan
* Ensures effective governance of the allocation, maintenance and investment in assets and tools
* Promotes the role of councils as custodians of community assets
* Actively pursues asset risk minimisation strategies, plans and outcomes
 |
| **Workforce Leadership**Inspire Direction and Purpose | Highly Advanced | * Articulates a shared vision of the organisation's future, described in measurable terms
* Champions the organisational vision and strategy, and communicates the way forward
* Generates enthusiasm and commitment to goals and cascades understanding throughout the organisation
* Communicates the context and parameters surrounding organisational strategies
* Celebrates success and high performance and supports regular workplace activities to build a positive culture
 |