

Position Description

Coordinator Resource Management

July 2021

DETAILS

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|--------------------------------|---|
| Team and Department | Library |
| Division | City Services |
| Supervisor | Manager, Randwick City Library |
| Direct Reports | Technical Services Librarian; Local Studies Librarian; Toy and Game Library Officer |
| Grade | 18 |
| Delegation of Authority | \$10,000 |
| Budget Expenditure | Accountable for expenditure between \$500,000 and \$1 million |
| Procurement Expenditure Levels | \$10,000 |
| City Plan Directions | 5d: Library programs, resources and facilities provide innovative and inspirational opportunities for education and leisure; 7a: Our Heritage is recognised, protected and celebrated |

PURPOSE

To lead and coordinate the Resource Management team, which encompasses Technical Services, Toy and Game Library and Local Studies and Family History. Manage the acquisition, cataloguing and processing of all physical library resources. Develop and manage budgets and provide input into strategic direction of library. Maintain contact with the community needs and requests by participating in the public duty roster.

KEY ACCOUNTABILITIES

1. Co-ordinate the administration, acquisition, cataloguing and processing of books, magazines, a/v materials and toys, to ensure that selected items are shelf-ready within agreed timeframes.
2. Provide effective leadership and direction to the Resource Management team, developing a motivated, cohesive and committed team environment, with a vision and focus which encompasses change management strategies.
3. Supervise the Local Studies and Family History staff and collection to ensure that the local history material is collected, preserved, catalogued, indexed, and made accessible to the public.
4. Ensure that Technical Services staff are trained and abreast of the latest Dewey updates and that quality control and integrity of the library catalogue and authority files is maintained.
5. Develop reports to analyse outputs to ensure that the library operates as an effective business unit and meets the needs of customers and Council.
6. Develop annual budgets, operational plans, and other documentation related to reporting requirements.
7. Liaise with the Collection Services team to facilitate purchasing and allocation of material to three library locations.
8. Provide leadership and strategic direction in developing and implementing library policies, plans and procedures
9. Provide, prepare and collect statistics as required by Management
10. Other responsibilities and tasks as determined by the Director, City Services and/or Manager, Randwick City Library

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Relevant tertiary qualifications in Library and Information Science or equivalent allowing professional membership of the Australian Library and Information Association
2. Demonstrated experience at a senior level within a library service, particularly in a government environment, with a knowledge of current and innovative library technology trends.
3. Demonstrated knowledge of library management systems and technological solutions, and their application in an innovative library environment.
4. Demonstrated well-developed management skills and ability, combined with expertise and experience in change management processes.
5. Ability to lead and motivate staff and contribute to the development of the Resource Management team objectives and priorities, to achieve best practice systems and processes.
6. Superior analytical and problem-solving skills, with demonstrated experience in interrogating systems to obtain practical statistical and reporting information to inform decision-making.
7. Strong commitment to and an understanding of the philosophy of quality customer focused service.
8. Ability to develop and motivate library staff to achieve strategic outcomes, both within and across library teams.
9. Ability to develop and review library strategies, policies, plans and procedures to ensure that the library meets the current and future needs of customers and staff.
10. Demonstrated financial management skills and experience in preparing and managing an operational budget.

DESIRABLE

1. Class C driver's licence
2. Cataloguing and technical services experience
3. Change management experience
4. Working knowledge of SirsiDynix Library Management System
5. Knowledge of Local Studies and Family History

COMPETENCIES

ESSENTIAL

Building Partnerships

Developing and leveraging relationships within and across work, government, and community groups to achieve results.

Facilitating Change

Encouraging others to implement better approaches to address problems and opportunities, leading the implementation and acceptance of change in the workplace.

Driving Innovation

Creating an environment (culture) that inspires people to generate novel solutions with measurable value for existing and potential customers (internal or external); encouraging experimentation with new ways to solve work problems and also seize opportunities that result in unique and differentiated solutions.

Technology savvy

Leveraging an understanding of digital tools, solutions, challenges, and emerging trends to expedite individual and team productivity; taking advantage of technology tools to uncover complicated business issues, develop practical solutions, create more customer value, and discover new business opportunities.

Planning and organising

Establishing an action plan for self and others to complete work efficiently and on time by setting priorities, establishing timelines, and leveraging resources.

Building Customer Relationships

Ensuring that the internal and external customer's needs are met; building productive relationships with high-priority customers; taking accountability for customer satisfaction and loyalty; using appropriate interpersonal techniques to prevent and resolve escalated customer complaints and regain customer confidence.

Decision-making

Identifying and understanding problems and opportunities by gathering, analysing, and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating, and evaluating alternatives, and making timely decisions; taking action that is consistent with available facts and constraints and optimizes probable consequences.

Influencing

Using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes.

Emotional Intelligence

Establishing and sustaining trusting relationships by accurately perceiving and interpreting own and others' emotions and behaviour; leveraging insights to effectively manage own responses so that one's behaviour matches one's values and delivers intended results.

Guiding Team Success

Using appropriate methods and a flexible interpersonal style to build, motivate, and guide cohesive teams to complete team goals.

Coaching

Engaging an individual in developing and committing to an action plan that targets specific behaviours, skills, or knowledge needed to ensure performance improvement or prepare for success in new responsibilities. Planning and supporting the development of individuals' knowledge, skills, and abilities so that they can fulfill current or future job responsibilities more effectively.

Delegation and empowerment

Identifying and leveraging opportunities to accelerate results and build capability by assigning tasks and decision-making responsibilities to individuals or teams with clear boundaries, expectations, support, and follow-up.

PHYSICAL REQUIREMENTS

1. Ability to carry out manual and work on public desk for up to 4 hours

CORPORATE REQUIREMENTS

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|---|----|
| Position falls under the definition of child related employment | NO |
| WHS General Construction Induction (White) card | NO |
| Good driving record or possession of a driving licence required | NO |

Specify licence type:

Choose an item.

Position required to make a disclosure of pecuniary interest

NO

Criminal History Check

NO

Record keeping responsibilities

YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy.

Equal Employment Opportunity

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.