

Department of Local Government Sport and Cultural Industries
State Library of Western Australia
Job Description Form



The State Library connects Western Australians with information and ideas.

Our Organisation Values:

- We value Western Australia's unique and diverse stories
- We believe knowledge has the power to transform lives and information should be freely available to everyone
- We keep the community at the heart of our decisions about collections, programs and services
- We collaborate to benefit the community
- We recognise that Western Australia is a large state with diverse needs

POSITION DETAILS

Position Title: Director Collection Services	Position Number: 14017	Classification Level: Level 8
Directorate: Collection Services	Award/Agreement: PSA / PSGO CSA GA	Location: Perth Cultural Centre
Reports To: Chief Executive Officer and State Librarian, CEOSL 10148		
Direct Reports: Administration Assistant L2 – 12338 Manager Liaison, Acquisitions and Description SCL3 – 12171 Manager Data and Discovery SCL3 – 12273 Manager Digital Preservation L6 – 13675. Total number of positions under control: approximately 75		

ROLE OF DIRECTORATE

The Collection Services Directorate is responsible for the Library's physical and digital collections and associated data through collection activities and systems encompassing acquisition, processing, storage, preservation, digitisation, distribution and access.

PURPOSE OF THIS POSITION

To lead, manage and direct the activities of the Collection Services Directorate and to provide services that are consistent with the government's agenda, the Library's strategic direction and community expectations of contemporary library services.

KEY RESPONSIBILITIES OF THIS POSITION

1. As a member of the Executive Leadership Team, contributes to strategic planning and the innovation, development, implementation and monitoring of Library-wide strategies, policies, systems and improvement initiatives to meet legislative and community expectations of contemporary library services.
2. Works collaboratively with internal and external stakeholders to deliver continuous improvement within the Directorate and across the organisation to ensure successful delivery of collection management and library services.
3. Develops a network of contacts and strong relationships across the community, business and relevant Federal, State and Local Government agencies to inform strategy, enhance service delivery and to build programs, partnerships and engagement around key priorities.
4. Develops and implements business plans and service delivery models consistent with the government's agenda, legislation and the Library's strategic direction.
5. Develops measurement systems, benchmarks and performance indicators that influence policy and monitor progress / improvements.
6. Facilitates change management strategies required to achieve organisational objectives.
7. Leads, motivates and develops Directorate staff so they are future focused, flexible and have the capacity and capability to deliver agreed outcomes in a timely manner.
8. Fosters a team culture that models the Library's vision and values and looks for opportunities that embed organisational values into all aspects of the Library's activities.
9. Manages the human, physical, financial and technological resources of the Directorate to achieve Library goals and objectives.
10. Delivers evidence based, high quality briefings, reports and advice to the Library Board, Executive Team, the Minister and other key stakeholders.
11. Promotes library services and programs and represents the Library at professional and community forums, committees and working parties.
12. Performs other duties as required.

Corporate Responsibilities:

13. Demonstrates the Library's values and promotes integrity and ethical behaviour within the organisation.
14. Ensures compliance with relevant legislation, corporate policy and public sector ethics and standards.

WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the essential criteria below, which should be read in conjunction with the key responsibilities of this position:

Essential:

1. Shapes and Manages Strategy:

- Understands the organisation's legislative and community context and objectives, inspires a sense of purpose and direction and focuses strategically.
- Translates strategy into operational goals, harnesses information and considers opportunities to deliver consumer-centred community outcomes.
- Critically analyses trends, risks and issues and identifies creative solutions.

2. Achieves Results:

- Achieves results by building teams with complementary skills and creating a flexible work environment.
- Establishes clear Directorate plans and timeframes.
- Anticipates and responds positively to changing demands, strives to achieve results and encourages others to do the same.

3. Builds Productive Relationships:

- Builds and sustains collaborative and productive relationships within the organisation, across the public sector, local government, business and the community.
- Leads and facilitates cooperation, collaboration and partnerships and resolves conflicts effectively.
- Leverages diverse views and perspectives and promotes a culture of quality client service.

4. Exemplifies Personal Integrity and Self Awareness:

- Demonstrates professionalism and personal integrity.
- Takes personal responsibility for meeting objectives.
- Provides impartial, forthright advice, commits to action and displays resilience.
- Demonstrates self-awareness and commits to personal development.

5. Communicates and Influences Effectively:

- Communicates confidently, concisely and accurately both orally and in writing adapting style to the audience.
- Negotiates persuasively, encourages debate and identifies common ground to facilitate agreement.

Desirable:

1. Experience leading contemporary best practice in the acquisition, management and preservation of physical and digital lending and heritage collections within a professional library environment.
2. Experience working at a senior level in cultural institution.
3. Experience in innovating, developing, implementing and reviewing direct service delivery to the community.
4. Possession of or significant progress towards a relevant degree or tertiary qualification.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful completion of 100-point identification check.
2. Evidence of the right to work in Australia.
3. Successful pre-employment Integrity Check
4. Successful National Police Clearance Certificate (dated within 6 months from the date of application for this position).

SPECIAL CONDITIONS

1. Occasional out of hours and / or weekend work.
2. May be required to travel intrastate and / or interstate.

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

..... Date
 (DD/MM/YYYY)

Manager Signature

..... Date
 (DD/MM/YYYY)

Employee Signature