

Job Description Form

Team Leader Metadata

Position Number: 16704	Classification Level: Specified Calling, Level 2
Directorate: Collection Services	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: Manager Collection Services, 14717 – Level 7	
Positions Reporting to this Position: <ul style="list-style-type: none"> • Library Officer L1 - 12388, 12394 • Library Technician L2 - 16290 • Librarian SCL1 - 12235, 12296, 12298, 12408, 12421, 13073 	

OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

Community Focused	Provide high quality services based on community need.
Responsive	Make informed, timely decisions and communicate them clearly.
Respectful	Value others and respect their differences.
Accountable	Hold ourselves to account for the work we do.
Innovative	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique Western Australian heritage collections which tell the rich and diverse stories of Western Australia's people and places through multiple perspectives and formats. Collection activities and systems managed by the directorate encompass acquisition, processing, storage, preservation, digitisation, distribution, and access.

The Directorate also manages the acquisition of both physical and digital materials for a general information and reference collection and for over 200 public libraries across the State (including the Indian Ocean Territories).

ABOUT THE ROLE

The Team Leader Metadata oversees the strategic development and management of the State Library's collection metadata including quality and standards, cataloguing practices and resource description across all formats.

This role leads a dedicated team focused on improving access and discovery of the State Library's collections, fostering collaboration with internal teams and external stakeholders to drive continuous improvement in collections data management and services. The team contributes to the development of state and national standards, supporting collections data sharing to strengthen discoverability.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Leads and manages a team in the delivery of collection management and development activities for the State Library, including community liaison, acquisition, description, and access.
2. Manages, leads and participates in library related projects.
3. Guides, coaches and develops staff to ensure operational efficiency, a positive approach to continuous improvement and ongoing commitment to meeting State Library objectives.
4. Coordinates or leads development and maintenance of bibliographic standards across State Library databases and contributes to state and national discussion regarding the development of resource description standards, including First Nations Description guidelines, archival processing standards, and access standards for all resource formats.
5. Liaises with other teams and external organisations regarding collections – including their development, digitisation, rationalisation, description, preservation, and access.
6. Coordinates procurement and contract management for the supply of library resources, within specified guidelines and government requirements.
7. Contributes to state and national discussion relating to collection liaison, acquisition and description, associated standards, practices and processes, for published or original material in all resource formats.

8. Identifies and implements quality initiatives that promote access to State Library resources.
9. Leads continuous improvement in procuring, processing, and providing access to State Library resources.
10. Assists in the development and management of budget allocation and expenditure.
11. Oversees the volunteer program within the team.
12. Performs other duties as required.

ESSENTIAL WORK RELATED REQUIREMENTS

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

Essential:

1. Qualification

- Bachelor of Arts (Librarianship and Corporate Information Management) or approved equivalent.

2. Skills and Abilities:

- Applied knowledge of resource description standards, metadata schemas, bibliographic utilities, archival, acquisition, and collection development tools and practices at the local, national, and international levels.
- Experience in managing staff, budget, and operations effectively.

3. Knowledge and Experience:

- Demonstrated ability to shape and manage strategy and provide leadership in the areas of collection development, acquisition and description including the ability to provide practical solutions to challenging issues and problems.
- Demonstrated ability to identify client needs and expectations and provide flexible and responsive service
- Demonstrated ability to communicate and influence effectively including the ability to liaise, negotiate, and consult with a wide range of individuals with differing requirements
- Demonstrated ability to lead, manage and develop a team and work collaboratively to achieve organisational objectives.

Desirable

- Nil

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

1. Nil

CERTIFICATION

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

Position Title: Director Collection Services	Name: Catherine Belcher	Date: 23/12/2025
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