



Job Description Form

Department of Justice

To provide high quality and accessible justice, legal, and corrective services, information and products that support the community, Western Australian Government, judiciary and Parliament.

Position Title Team Leader		
Effective Date September 2018	Position Number Generic	Level Specified Calling Level 3
Division Court & Tribunal Services	Directorate Higher Courts	Branch Library & Information Services

Divisional Outcomes

To provide modern, responsive and affordable court and tribunal services that meet community and judicial needs.

Directorate Outputs

Service 1: Judiciary and judicial support
Service 2: Case Processing
Service 3: Enforcement

Branch Outputs

Provide a comprehensive and effective specialised library and information service to support the Department's success.

Role Of This Position

Coordinates and manages the provision of library and information services for the following client groups :

- Court and Tribunal Services
- Legal areas including State Solicitor's Office, Parliamentary Counsel's Office, Solicitor General, Office of the Director of Public Prosecutions, Corruption and Crime Commission and Public Trust Office
- External legal practitioners

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Responsibilities Of This Position

Leadership, Planning and Service Delivery

Coordinates and manages the provision of library and information services for a specified client group.

Develops and monitors professional standards for client services with a particular emphasis on reference and research services to ensure they are timely, complete and accurate.

Maintains and develops the library collections and services within budgetary constraints.

Provides training in new technology, processes and systems, including information literacy training for clients.

Develops and manages current awareness services with a particular emphasis on the use of electronic resources and electronic delivery mechanisms.

Contributes to the development and implementation of business planning and operational management requirements of the Branch.

Contributes to the planning, development and implementation of change initiatives and projects.

Management and Professional Development

Monitors, evaluates and reports on team performance and develops and implements strategies to achieve continuous improvement to service delivery in area of responsibility.

Deploys and manages library staff resources to meet priorities and ongoing service requirements within the team.

Ensures the ongoing development, mentoring and training of library staff within the team.

Encourages team learning, motivation and commitment towards common goals, excellence in service provision and continual improvement.

Applies the principles of equity, diversity and occupational safety and health within the workplace.

Stakeholder Relationships

Develops and maintains professional relationships with key stakeholders and client groups and liaises with clients to ensure that library services are designed to meet their needs.

Maintains regular liaison with relevant professional bodies and associations in the library and information sector.

Represents the Department on internal or external forums.

Corporate Citizenship

Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.

Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.

Demonstrate commitment to the legislative obligations set out in the *Occupational Health and Safety Act 1984*.

Oversee the occupational safety and health (OSH) in their areas of responsibility consistent with statutory obligations and departmental policies. This includes but is not limited to raising awareness of OSH requirements with their staff, resolving health and safety hazards in their areas of responsibility and ensuring the timely reporting of incidents.

Other Duties as Directed

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Work Related Requirements

The following work-related requirements will be assessed at different stages of the selection process.

ESSENTIAL

Supervisory and Leadership Skills

Encouraging team learning, motivation and commitment towards Branch goals, excellence in service provision and continual improvement.

Coordinating the use of allocated human, financial and physical resources effectively for the team.

Information and knowledge Management Skills

Managing knowledge to address operational needs and agreed outcomes.

Contributing to the development of strategies to capture, store and effectively use information, technology and records of the Branch.

Policy, Planning and Organisational Skills

Developing and establishing a work environment that is responsive to changing internal and external demands.

Contributing to the development of innovative solutions for achieving service delivery.

Good Communication and Relationship Skills

Applying sound interpersonal and communications skills.

Building and maintaining effective working relationships with stakeholders and clients.

Problem Solving, Analytical and Conceptual Skills

Maintaining the library collections and services within budgetary constraints.

Contributing to the evaluating of new technology as a mechanism for improving the delivery of library and information services and better utilisation of resources.

Managing Ethical Behaviour

Demonstrating and managing workplace behaviour in accordance with relevant standards, values and policies.

Considerable Knowledge and Experience in Library and Information Services

Coordinating and managing a network of library collections.

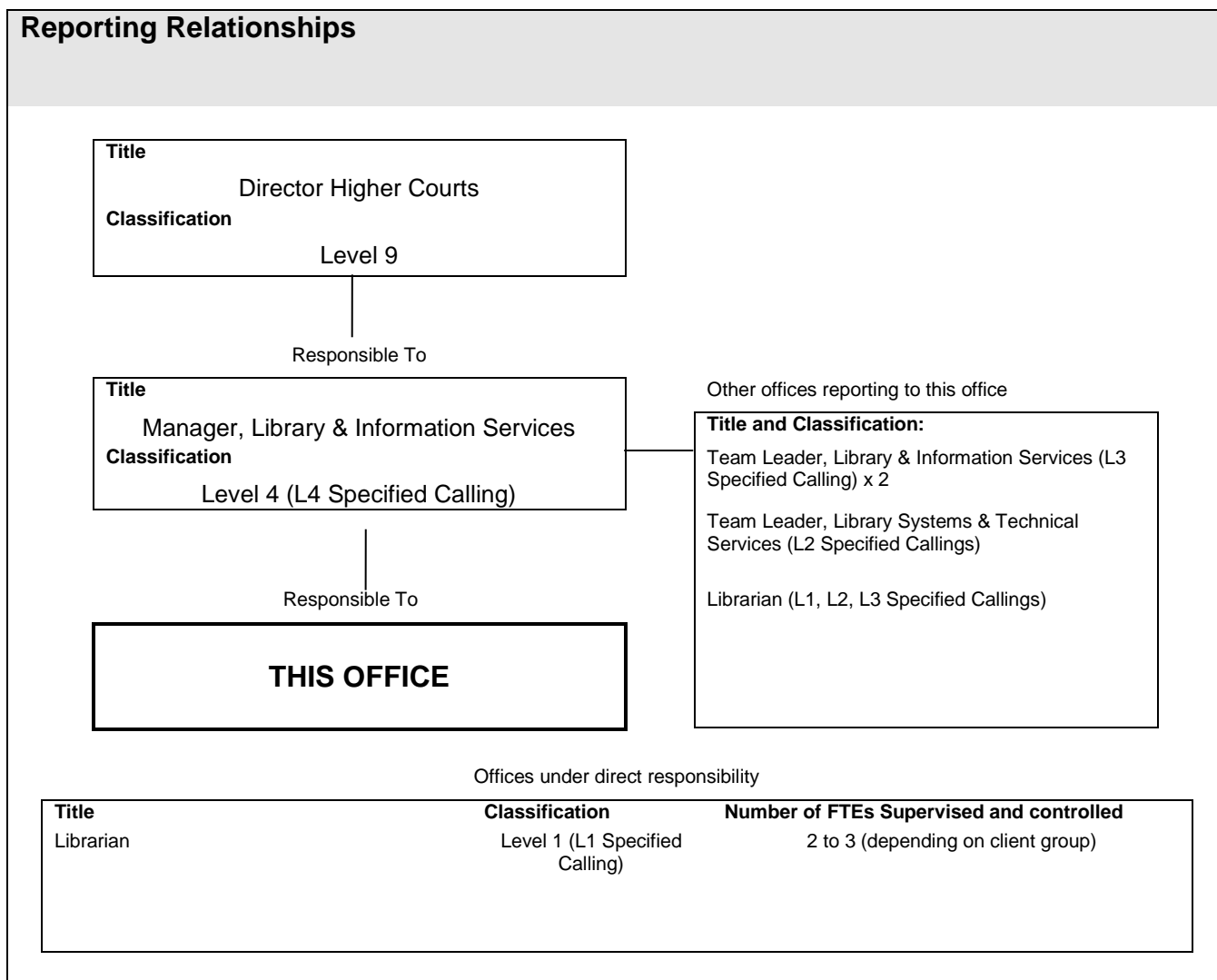
Implementing and using library technology.

Providing and managing standard law library practices and procedures.

Demonstrating knowledge of the legal information environment and legal bibliography.

Possession of an appropriate Library qualification recognised for professional membership of the Australian Library & Information Association

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LOCATION AND ACCOMMODATION	LOCATION Perth ACCOMMODATION Nil
ALLOWANCES/SPECIAL CONDITIONS	Specified Calling as per Clause 12 of the <i>Public Service Award 1992</i> and the <i>Government Officers Salaries Allowances and Conditions Award 1989</i>

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
DELEGATED AUTHORITY APPROVAL <i>As per the Human Resource Management Delegations</i>	
Delegated Authorities Name	J. Stampalia, Executive Director Court & Tribunal Services
Signature	
Date	21 September 2018