

# 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

<b>Position Title</b> Manager Content Services	<b>Position Number:</b> 12171	<b>Classification Level:</b> Specified Calling, L3
<b>Directorate:</b> Collection Services/ Liaison, Acquisition and Description	<b>Award/Agreement:</b> PSA 1992/PSGO CSA GA	<b>Location:</b> Perth Cultural Centre
<b>Reports To:</b> 14017 Director Collection Services L8		
<b>Direct Reports:</b> 12276 Team Leader SCL2		12274 Team Leader SCL2

## 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, process, storage, preservation, digitisation, distribution and access.

## PURPOSE OF THIS POSITION

To provide leadership and direction for the collection and data management of State Library and Public Library materials, ensuring resources are appropriately managed and deployed. Responsibilities include leading policy and research, developing strategic partnerships, and having oversight of all team functions.

As part of the Directorate's management team this position also participates in strategic planning and contributes to the development and implementation of directorate and cross organisational project and programs which contribute to the State Library's strategic direction.

## KEY RESPONSIBILITIES OF THIS POSITION

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### **Role Specific Responsibilities:**

#### **Information and Knowledge Management:**

1. Consult with key information providers and stakeholders.
2. Ensure library information resources are made available to clients.

#### **Technical Services:**

3. Identify and raise awareness of collecting issues relevant to Western Australian library services and determine appropriate strategies for action.

#### **Section Operations:**

4. Plan, develop, direct and evaluate the policies, services and activities of the Liaison, Acquisition and Description (LAD) Team with particular reference to:
  - a. Collection Development across the State Library.
  - b. Donations, auctions and legal deposit.
  - c. Published and original materials including the acquisition and distribution of WA public library materials.
5. Formulate and review policies and procedures and develop strategies for action.
6. Effectively manage human, financial and other resources within the Collection Development team.
7. Effective contract management, including quality control processes.
8. Ensure that staff performance is managed in accordance with State Government and Library policy.
9. Lead staff to understand, commit to and support organisational objectives.
10. Manage the planning, development and implementation of team work plans.
11. Contribute to the strategic direction, planning and performance ensuring team members have clarity and understanding of expectations and standards.
12. Ensure appropriate collection development plans are developed and implemented.
13. Ensure collection development and management tasks are undertaken and documented to reflect current and emerging best international best practice and supported by business intelligence.
14. Ensure the Library Collections are assessed and measured appropriately.
15. Undertake and contribute to collaborative initiatives with rest of the organisation.

#### **Service Delivery and Client Support:**

16. Support the Director and CEO in the achievement of organisational goals.
17. Provide cross organisational leadership in the achievement of organisational goals.
18. Analyse relevant trends, anticipate emerging issues and make a major contribution to the development and delivery of State Library objectives and policies.
19. Provide leadership in implementing organisational change.
20. Ensure changing demographics and emerging trends within our communities are identified and services reviewed accordingly.
21. Identify services that meet identified needs including both general information requests and support for specialist research activities.
22. Ensure that presentations and training programs for staff and clients are designed, conducted and evaluated.
23. Perform other duties as required.

#### **Corporate Responsibilities:**

24. Demonstrates the Library's values and models integrity and ethical behaviour across the Library
25. Adheres to the WA Public Sector Code of Ethics and Department's Code of Conduct Acts safely and in accordance with the Department's Occupational Health and Safety Policy and Procedures.

## WORK RELATED REQUIREMENTS

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

**Essential:**

**1. Qualifications:**

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

**2. Skills and Abilities:**

- Highly developed written, oral, representational and advocacy skills.
- Ability to make a major contribution to policy formulation.
- Budget management skills.
- A high level of conceptual, analytical and problem solving skills.
- Strong commitment to the delivery of quality client services.
- Project management.
- Partnership and collaboration.

**3. Knowledge and Experience:**

- Demonstrated ability to manage staff, obtain commitment, and achieve results through consultative management practices.
- Knowledge and understanding of the Library's functions and activities.
- Through an understanding of the principles of equal opportunity and diversity, and occupational health and safety, ability to participate in a work environment that encourages mutual understanding and respect of all employees and clients, and comply with safe working practices.

**Desirable:**

4. Eligibility for Associate membership of the Australian Library and Information Association or professional membership of the Australian Society of Archivists.
5. Technical expertise/experience in aspects of collection development, including planning, policy and assessment.

## APPOINTMENT PRE-REQUISITES

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**Appointment to this position is conditional on:**

1. Completion of 100 point identification check.
2. Evidence of the right to work in Australia.
3. Successful pre-employment Integrity Check.
4. Successful Criminal Record Screening Clearance (no older than 6 months).
5. Evidence of essential qualification/s, professional membership/s, licences verified prior to appointment. (All overseas qualifications must have been assessed for Australian equivalence).

## SPECIAL CONDITIONS

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1. Required to have a flexible approach to hours of work to support the needs of the position
2. May be required to travel intrastate and / or interstate.

## CERTIFICATION

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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

**Effective Date:**

15/08/2019

(JDF registered date)