

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: Manager Collection Care	Position Number: 14517	Classification Level: Level 7
Directorate: Collection Services	Award/Agreement: PSA / PSGO CSA GA	Location: Perth Cultural Centre
Reports To: 14017 Director (Collection Services), L 8		
Direct Reports: 12278 Senior Conservator SCL2 12203 Team Leader Stack Management 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

The purpose of this position is to provide the strategic leadership and direction for preservation, conservation and storage practices of the Collection Care team 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 projects and programs which contribute to the State Library's strategic direction.

KEY RESPONSIBILITIES OF THIS POSITION

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 preservation, conservation and resource management and retrieval issues and determine appropriate strategies to action.

Section Operations:

4. Plan, develop, direct and evaluate the policies, services and activities of the Collection Care team with reference to: -
 - Digital preservation and digital collection practices across the State Library.
 - Development, management and review of stocktakes, valuations and insurance strategies.
 - Preservation standards and management practices including collection storage and retrieval activities at onsite and offsite facilities.
5. Formulate and review policies and procedures and develop strategies for action.
6. Effectively manages human, financial and other resources of the Collections Care team.
7. Effective contract management, including quality control processes.
8. Effective management of staff performance 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 work plans.
11. Contributes to strategic direction, planning and performance ensuring team members have clarity and understanding of expectations and standards.
12. Ensures conservation, digitisation and storage tasks are undertaken and documented to reflect current and emerging best international best practice and supported by business intelligence.

Service Delivery and Client Support:

13. Support the Director and CEO in the achievement of organisational goals.
14. Provide cross organisational leadership in the achievement of organisational goals.
15. Analyse and has broad understanding of practices, trends and issues relating to Collection Care and liaise with others as relevant, making a major contribution to the development of State Library objectives and policies.
16. Provide leadership in implementing organisational change.
17. Ensure changing demographics and emerging trends within our communities are identified and services reviewed accordingly.
18. Identify services that meet identified needs including both general information requests and support for specialist conservation, preservation and storage tasks.
19. Ensure that presentations and training programs for staff and clients are designed conducted and evaluated.
20. Lead and implement a new structure and service model based on agreed recommendations from structural and functional reviews of the Preservation Services functions, including changing ways of working, change management and documentation.
21. Performs other duties as required.

Corporate Responsibilities:

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

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 the position:

Essential:**1. Technical skills and knowledge**

- Demonstrated experience in the application of local, national and international trends and new technologies to the management of digitisation, digital preservation process and care of digital content.
- Experience in digitisation or digital collection work practices and services.
- Experience and knowledge of preservation standards, procedures and systems to help preserve the State Library's heritage collections.

2. Shapes and manages strategy

- Contributes to building workforce capacity that is flexible and adaptable to meet Library's strategic directions.
- Focuses strategically.
- Inspires a sense of direction and purpose in others.

3. Achieves results

- Successfully leads and manages teams and individuals, particularly through change.
- Obtains team commitment to support desired organisational outcomes.
- Leads strategic projects to achieve successful outcomes, sometimes within challenging timeframes

4. Builds productive relationships

- Demonstrates strong interpersonal skills.
- Actively influences where required.
- Recognises different working styles and perspectives.
- Promotes a culture of quality client service.

5. Exemplifies personal integrity and self-awareness

- Demonstrates professionalism and personal integrity.
- Shows a high level of adaptability to technological change.
- Demonstrates resilience in achieving objectives despite difficult circumstances or criticism.
- Easily understands new concepts and ideas and applies them appropriately.

6. Communicates and influences effectively

- Communicates confidently, concisely and accurately both orally and in writing.
- Uses persuasive negotiation to gain commitment.
- Adapts writing style to the audience.

Desirable:

1. Tertiary qualification in Library management, human resources or a related field
2. Experience in a library or collecting environment
3. Eligibility for membership to the Australian Library and Information Association (ALIA)

APPOINTMENT PRE-REQUISITES

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.

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)

Director Signature

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

Employee Signature

Effective Date:

22/08/2019

(JDF registered date)