



# Job Description Form



We provide valued services to the community through:

- **COLLECTIONS** that tell the stories of Western Australia; and
- **CONNECTIONS** that build a trusted knowledge and learning network for Western Australians.

## POSITION DETAILS

<b>Position Title:</b> Manager: Collection Services	<b>Position Number:</b> 14717	<b>Classification Level:</b> Level 7
<b>Directorate:</b> Collection Services	<b>Award/Agreement:</b> PSA 1992/ PSCA 2019	<b>Location:</b> Perth Cultural Centre
<b>Reports To:</b> 14017 Director Collection Services L8		
<b>Direct Reports:</b> 12274 Team Leader SCL2 12276 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

The position takes responsibility for the State Library's collecting and data management practices and policies, and leads and manages the Liaison, Acquisition and Description team to perform and deliver customer-focused activities and services.

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

1. Take functional responsibility for the effective and efficient leadership and strategic development of the State Library's collecting and data management practices, ensuring that practices reflect current and emerging international best practice.
2. Plan, develop, direct and evaluate the policies, products, services and activities of the Liaison, Acquisition and Description team with particular reference to:
  - a) Collection development across the State Library, in collaboration with the Library Services directorate to ensure collections reflect the interests and ambitions of the Western Australian community and meet client demand.
  - b) Donations, auctions and legal deposit.
  - c) Acquisition and distribution of published and original materials in print and digital formats, including WA public library materials
3. Manage performance and development in the Liaison, Acquisition and Description team. Guide, coach and develop staff to be flexible, adaptable and to build on digital capabilities and maintain contemporary practice and knowledge in collection development and description.
4. Manage the human, financial, physical and technological resources of the Liaison, Acquisition and Description team with a view to fostering continuous improvement and innovation in service delivery and work practices to meet the changing needs of the Library's diverse clients and stakeholders.
5. Identify, foster, develop and manage partnerships within and outside the State Library to leverage opportunities, realise mutual benefits and enable the achievement of strategic objectives.
6. Contribute to the strategic planning of the Collection Services directorate.
7. Represent the State Library to government organisations, stakeholders, business and other professional or interest groups at a State and national level as appropriate.
8. Performs other duties as required.

### Corporate Responsibilities:

1. Demonstrates the Library's values.
2. Adheres to the Public Sector Code of Ethics and the Library's Code of Conduct.
3. Acts safely and in accordance with the Library'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:**

- Substantial knowledge of international trends, issues and developments in the library and collecting sectors.
- Significant experience in the management and development of Library or GLAM collections.
- Considerable experience in the utilisation of systems which support strategic management, preservation and access to collections.

#### **2. Shapes and Manages Strategy:**

- Understands the organisation's objectives and provides direction to others regarding the purpose and importance of their work, aligning operational tasks to strategic outcomes.
- Gathers and investigates information from a variety of sources and perspectives and monitors best practice approaches in the organisational context.
- Undertakes objective, systematic and evidence-based analysis and identifies innovative solutions to problems and issues.

#### **3. Achieves Results:**

- Reviews performance of staff and projects and identifies opportunities for continuous improvement.
- Responds positively and flexibly to change and uncertainty.
- Commits to achieving quality outcomes.

#### **4. Builds Productive Relationships:**

- Identifies learning opportunities for others, delivers constructive feedback and deals with under-performance promptly and effectively.
- Anticipates and responds to internal and external client needs.
- Works collaboratively, consults and shares information.
- Recognises and celebrates diversity.

#### **5. Exemplifies Personal Integrity and Self Awareness:**

- Demonstrates professionalism and operates as an effective representative of the organisation in public and internal forums.
- Takes personal responsibility for meeting objectives and deadlines.
- Shows commitment to learning and development, self-evaluates performance and seeks feedback from others.

#### **6. Communicates and Influences Effectively:**

- Confidently presents messages in a clear, concise and articulate manner, and selects the most appropriate medium for conveying information.
- Listens carefully to others and ensures mutual understanding.
- Negotiates persuasively and strives to achieve mutually beneficial outcomes.

### **Desirable:**

1. Eligibility for Associate membership of the Australian Library and Information Association or professional membership of the Australian Society of Archivists.

## APPOINTMENT PRE-REQUISITES

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### 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

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1. May be required to work rostered hours for a 7 day a week operation, including evenings and weekends.
2. Occasional out of hours and / or weekend work.
3. 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:

05/06/2020

*(JDF registered date)*