

Job Description Form

MANAGER PUBLIC LIBRARIES AND LITERACY

Position Number: 14920	Classification Level: Level 7
Directorate: Library Services	Agreement: Public Sector CSA Agreement 2019
This Position Reports To: 14016 - Director Library Services - Level 8	
Positions Reporting to this Position: 12239 - Public Library Liaison Librarian - Specified Calling Level 2 12230 - Better Beginnings Coordinator - Specified Calling Level 2	

POSITION PURPOSE

The Public Library and Literacy Team provides whole of life literacy and learning programs, consultancy, advice, training and services to public libraries and the WA community.

This position leads and directs the Public Library and Literacy Team; and manages public library development and Better Beginnings Family Literacy Program partnerships and support.



KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Leadership and Management

- Manages the activities, behaviour, performance and development of the Public Libraries and Literacy Team to advance the State Library's strategic objectives.
- Develops staff to build on digital capabilities and maintain contemporary practice and knowledge in service provision and support for public libraries and communities.
- Manages the Team's human, financial, physical and technological resources.

2. Service Delivery and Support

- Oversees the delivery of services and support to public libraries and the Better Beginnings Family Literacy program.
- Provides high level support and advice
- Contributes to the strategic planning of the Library Services Directorate.

3. Stakeholder Engagement and Partnerships

- Works collaboratively with internal and external stakeholders.
- Leads and manages the relationship with public libraries; promotes knowledge sharing and facilitates the adoption of contemporary best practice.
- Represents the State Library as required, on relevant committees and working parties at a state and national level.
- Develops and manages internal and external partnerships to advance the Library's strategic objectives.



4. Strategy

- Researches and analyses relevant state, national and international trends, issues and strategies to inform the State Library and other interested stakeholders.
- Develops and evaluates strategy to improve public library services and informal learning and literacy programs across Western Australia.

5. Other duties as required

6. Corporate Responsibilities

- Models, promotes and demonstrates a genuine commitment to the Library's values.
- 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

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. Role Specific:

- Substantial knowledge of international trends, issues and developments in public libraries and /or whole of life literacy and learning programs.
- High level understanding of state and local government particularly as it applies to the delivery of public library services.

2. Shapes and Manages Strategy:

- Inspires a sense of purpose and provides direction to others to achieve strategic outcomes
- Gathers and investigates information from a variety of sources and perspectives and monitors best practice approaches
- Undertakes objective, systematic and evidence-based analysis



3. Achieves Results:

- Evaluates activities for effectiveness, impact, cost and value for money and identifies opportunities for continuous improvement.
- Anticipates and resolves potential issues, and manages conflicts and risks, initiating change as required.

4. Builds Productive Relationships:

- Builds and sustains productive working relationships and partnerships with a network of key internal and external stakeholders.
- Guides, coaches and develops staff
- Values individual differences and diversity.

5. Exemplifies Personal Integrity and Self Awareness:

- Demonstrates professionalism and integrity.
- Demonstrates self-awareness and a commitment to learning and self-development.
- Takes personal responsibility for meeting objectives and deadlines.

6. Communicates and Influences Effectively:

- Confidently presents messages in a clear, concise and articulate manner, and selects the most appropriate medium for conveying information.
- Negotiates persuasively

Desirable:

- Bachelor of Arts (Librarianship and Corporate Information Management) or a tertiary qualification in a relevant community services area.

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. Required to have a flexible approach to hours of work to support the needs of the position.
2. Required to travel, including regional areas, to visit local governments and other stakeholders.

CERTIFICATION

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

Position Title: Director Library Services	Name: Elizabeth Spencer	Date: 20/11/2020
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