



HSS Registered August 2021

Team Leader Librarian
Health Salaried Officers Agreement: HSO Level P3
Position Number: 115123
Library & Information Service
Finance & Corporate Services / Chief Executive / South Metropolitan Health Service

Reporting Relationships

Executive Director - Corporate Services Finance
HES Grade B - Corporate
Position Number: 112905



Head of Department Library Information Service
HSO Level P4
Position Number: 114710



This Position



Directly reporting to this position

Title	Classification	FTE
Librarian	HSO Level P1	4.6FTE

← Also reporting to this supervisor:

- Senior Librarian, HSO Level P2, 2.2 FTE
- Library Technician, HSO Level G3, 1.9 FTE

Key Responsibilities

Under the general direction of the Head of Department, the Team Leader Librarian leads and supports the Library and Information Service in managing, developing and implementing innovative and effective services that support the clinical, research, educational and health system improvement objectives of Health Services staff. This position is responsible for: planning, setting and achieving goals and priorities; managing, monitoring and reporting on the workflow of the client services department; and for mentoring and developing the knowledge and skills of librarians managed.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



Brief Summary of Duties (in order of importance)

1. Leadership, Planning and Service Delivery

- 1.1 Manages, develops and implements innovative and effective client services that support the clinical, research, educational and health system improvement objectives of Health Services staff.
- 1.2 Plans, sets goals and priorities, allocates work to team members.
- 1.3 Designs and monitors systems to ensure quality of service provision.
- 1.4 Monitors and reports on activities and outcomes.
- 1.5 Collaborates with the Head of Department on service and staff development; collection management; planning, development and implementation of change initiatives and projects.
- 1.6 Contributes to the development and implementation of business planning and operational management requirements of the Library and Information Service.
- 1.7 Deputises for the Head of Department.

2. Management and Professional Development

- 2.1 Mentors and develops the knowledge and skills of librarians managed.
- 2.2 Monitors and ensures compliance with mandatory training for all staff.
- 2.3 Coordinates key performance indicator reporting.
- 2.4 Deploys and manages library staff resources to meet priorities and operational requirements.

3. Stakeholder Relationships

- 3.1 Develops and maintains professional relationships with key stakeholders and client groups and liaises with clients to ensure that services meet needs.
- 3.2 Maintains regular liaison with relevant professional bodies and associations in the library and information sector.
- 3.3 Represents the Department on internal or external forums.

4. SMHS Governance, Safety and Quality Requirements

- 4.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 4.2 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.3 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.4 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

Essential Selection Criteria

1. Eligibility for full professional membership of the Australian Library and Information Association.
2. Extensive experience in a specialist or an academic library, including management of staff and budgets and ability to provide training, career progression and development.
3. Substantial experience in identifying, developing and implementing innovative library and information services.
4. Excellent negotiation, communication, consultation and interpersonal skills.
5. Demonstrated ability to effectively influence and motivate staff in a service environment.
6. Demonstrated ability to contribute to strategic planning and service development.
7. Demonstrated ability to apply knowledge of current trends, development and standards in all aspects of resource discovery and collection management.
8. Highly developed analytical and problem-solving skills.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criterion

1. Working knowledge of current health industry issues and the implications for hospitals and health services and the libraries that serve them.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.