



Job Description Manager Library Services South Metropolitan TAFE Specified Calling Level 3

Position Number:	20002016	FTE:	1.0
Division	Organisational Services	Agreement/Award:	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA Agreement 2021 or as replaced
Branch:	Library Services		
Location:	Various		

Reporting Relationships

Director Quality and Development

Other officers reporting to the above office:

Manager VET Curriculum and Quality Assurance

Manager Innovative Practice

This Office – officers under direct responsibility

Librarian, Specified Calling Level 2

Senior Library Technicians, Level 3

Key Role Statement

This position leads the development and delivery of quality Library Services to support the teaching and learning activities at South Metropolitan TAFE.

Key Responsibilities

- Provides sound strategic and policy advice and information to the Director Quality & Development, standing committees and other stakeholders as required.
 - Leads the development of a vibrant, contemporary physical and virtual learning information service which maximises student participation.
 - Develops and maintains high level relationships and partnerships with academic, corporate and organisational services areas, service providers, networks and industry to achieve quality outcomes.
 - Researches, trials, and evaluates new Library and digital information resources and technologies, prepares business cases for adoption of suitable strategies and champions SM TAFE's digital first strategy
 - Prepares issues papers on impacts to the organisation for the consideration of management and standing committees.
 - Monitors systems to ensure compliance with relevant legislation, policies and standards including the State Records Act, the Standards for Registered Training Organisations, Privacy Act, Guidelines for State Government websites and others.
 - Overall supervision of Library operations across all SMTAFE campuses.
 - Develops Library and information service policies, procedures and services in support of the organisation's academic objectives.
 - Ensures sound human and physical resource and financial management across all campus libraries.
 - Provides appropriate staff supervision, performance management and staff development.
 - Prepares and implements strategies and operational plans including monitoring, review and data collection and mentoring staff.
 - Manages licence agreements which provide value for money for the supply of books, e-books, journals and databases
 - Identifies corporate and client information needs, establishes priorities and develops, implements, monitors and reports on projects undertaken.
 - Ensure academic staff have the required training and support required to effectively use Library and learning management systems. Maximises the deployment of these systems by developing user education and awareness programs for staff and clients.
 - Represents the College on matters relating to Library and learning management in WA and nationally.
 - Behaves and formulates decisions in line with the Public Sector Code of Ethics, SMTAFE Code of Conduct and SMTAFE Values.
 - Other duties as required
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Selection Criteria**Essential**

- Well-developed strategic planning, change management and policy development skills.
- Significant experience in library management, including management of human resources, budgets and projects
- Significant experience in the evaluation, implementation and licensing of digital information resources.
- High level of interpersonal skills with an emphasis in liaison, consultation and negotiation with internal and external stakeholders.
- Proven ability to support digital strategies and an understanding of learning technology systems within an education environment.

Other Requirements

- Tertiary qualifications in library and information science or equivalent or Bachelor of Applied Science (Information & Library Studies) or equivalent with eligibility for associate membership of the Australian Library and Information Association (ALIA).
- Knowledge of the Vocational Education and Training (VET) Sector.
- May be required to work from any College campus
- A Department of Education Nationally Coordinated Criminal History Check
- A current Working with Children Check
- All South Metropolitan TAFE staff are to comply with Public Health Orders in relation to COVID-19 vaccinations and provide evidence of this status.

CERTIFICATION

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

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	
Reviewed:	February 2022		