

Job Description Form

POSITION TITLE: DIRECTOR COLLECTION SERVICES

Position Number: 14017	Classification Level: Level 8
Directorate: Collection Services	Agreement: Public Sector CSA Agreement 2021
This position reports to: Chief Executive Officer and State Librarian, CEOSL 10148	
Positions reporting to this role: Administration Assistant L2 – 12338 Manager Collection Services L7 – 14717 Manager Collection Care L7 - 14517 Total number of FTE is 58	

ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique Western Australian heritage collections which tell the rich and diverse stories of Western Australia's people and places through multiple perspectives and formats. Collection activities and systems managed by the directorate encompass acquisition, processing, storage, preservation, digitisation, distribution, and access.

The Directorate also manages the acquisition of both physical and digital materials for a general information and reference collection and for over 200 public libraries across the State (including the Indian Ocean Territories).

POSITION PURPOSE

To lead, manage and direct the strategy and activities of the Collection Services Directorate, ensuring service provision is consistent with the government's agenda and community expectations of contemporary library services and cultural institutions.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Develops strategies and policies to ensure contemporary best practice across the collection lifecycle for Western Australian heritage collections.
2. Ensures collecting practices are ethical, responsible, responsive, and proactive and that collections are accessible and reflect the diversity of the Western Australian community.
3. As a member of the Executive Leadership Team, contributes to strategic planning and the innovation, development, implementation and monitoring of Library-wide strategies, policies, systems and improvement initiatives to meet legislative and community expectations of contemporary library services.
4. Works collaboratively with internal and external stakeholders to deliver continuous improvement within the Directorate and across the organisation to ensure successful delivery of collection management and library services.
5. Develops a network of contacts and strong relationships across the community, business and relevant Federal, State and Local Government agencies to inform strategy, enhance service delivery and to build programs, partnerships and engagement around key priorities.
6. Develops and implements business plans and service delivery models consistent with the government's agenda, legislation and the Library's strategic direction.
7. Develops measurement systems, benchmarks and performance indicators that influence policy and monitor progress / improvements.
8. Facilitates change management strategies required to achieve organisational objectives.
9. Leads, motivates and develops Directorate staff so they are future focused, flexible and have the capacity and capability to deliver agreed outcomes in a timely manner.
10. Fosters a team culture that models the Library's vision and values and looks for opportunities that embed organisational values into all aspects of the Library's activities.
11. Manages the human, physical, financial and technological resources of the Directorate to achieve Library goals and objectives.
12. Delivers evidence based, high quality briefings, reports and advice to the Library Board, Executive Team, the Minister and other key stakeholders.
13. Promotes library services and programs and represents the Library at professional and community forums, committees and working parties.
14. Performs other duties as required.

Corporate Responsibilities:

1. Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
2. Adheres to the Public Sector Code of Ethics and the Code of Conduct.
3. Acts safely and in accordance with the 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

- Experience leading contemporary best practice at a senior level in the acquisition, management and preservation of physical and digital lending and heritage collections within a professional library environment or other cultural institution.
- Experience in innovating, developing, implementing, and evaluating services for the community.

2. Shapes and Manages Strategy

- Understands the organisation's legislative and community context and objectives, inspires a sense of purpose and direction, and focuses strategically.
- Translates strategy into operational goals, harnesses information and considers opportunities to deliver consumer-centred community outcomes.
- Critically analyses trends, risks, and issues and identifies creative solutions.

3. Achieves Results

- Achieves results by building teams with complementary skills and creating a flexible work environment.
- Establishes clear Directorate plans and timeframes.
- Anticipates and responds positively to changing demands, strives to achieve results and encourages others to do the same.

4. Builds Productive Relationships

- Builds and sustains collaborative and productive relationships within the organisation, across the public sector, local government, business and the community.
- Leads and facilitates cooperation, collaboration and partnerships and resolves conflicts effectively.
- Leverages diverse views and perspectives and promotes a culture of quality client service.

5. Exemplifies Personal Integrity and Self-Awareness

- Demonstrates professionalism and personal integrity.
- Takes personal responsibility for meeting objectives.
- Provides impartial, forthright advice, commits to action and displays resilience.
- Demonstrates self-awareness and commits to personal development.

6. Communicates and Influences Effectively

- Communicates confidently, concisely and accurately both orally and in writing adapting style to the audience.

- Negotiates persuasively, encourages debate and identifies common ground to facilitate agreement.

Desirable:

- Possession of a relevant degree or tertiary qualification.

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. 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 requirements and responsibilities of this position.

Position Title: Chief Executive Officer and State Librarian	Name: Catherine Clark	Date: 6 th May 2022
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