



## Job Description Form

### 007549 Team Leader - Library Systems and Technical Services

#### Library & Information Services

##### Position details

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Classification Level: Specified Calling Level 2

Award/Agreement: PSA 1992 / Public Sector CSA Agreement  
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Higher Courts

Physical Location: Perth CBD

##### Reporting relationships

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Responsible to: 4494 Manager Library and Information Services - L4SC

**This position: 007549 Team Leader Library Systems and Technical Services – L2SC**

Direct reports: 005022, 1503 Library Technician – Level 2  
9522, 3482 Library Officer – Level 1

##### Overview of the position

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The Law Library is accountable for a comprehensive and effective specialised library and information service to support the Department's success.

The Team Leader Library Systems and Technical Services is responsible for co-ordinating and managing library systems and technical services including the acquisition, processing and circulation of library materials and account payments.

##### Job description

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As part of the Law Library team, the successful applicant will be expected to:

- Operate within the Department's policies and procedures and ensure effective transparency and accountability of all Department activity.

- Coordinate and maintain library technical services to meet requirements within budgetary constraints.
- Develop and maintain professional relationships with key stakeholders and client groups.
- Work collaboratively to achieve common goals, best practice and facilitate improvements as appropriate.
- Communicate effectively, model integrity and respect in all interactions.

### **Role specific responsibilities**

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- Develop and maintain professional standards and procedures for technical services and ensure data integrity.
- Lead the continued development of library systems and technology to ensure the delivery of high quality, relevant and efficient services.
- Deploy and manage staff resources to meet priorities and ongoing service requirements.
- Maintain library management systems (including Sirsi Dynix) and identify improvements to functionality.
- Contribute to the development and implementation of business planning and operational management requirements of the library.
- Contribute to the planning and development of innovative solutions for change initiatives and projects.
- Contribute to development of strategies to capture, store and effectively use information technology and records.
- Ensure ongoing development, mentoring and training of staff within the team.
- Monitor and report on budget expenditure.
- Liaise with major suppliers and monitors service delivery standards.
- Provide legal and other reference and information services.
- Develops and maintains professional relationships with key stakeholders and client groups and liaises with clients to ensure that systems and technical services are designed to meet their needs.
- Demonstrate commitment to the legislative obligations set out in the Work Health and Safety Act 2020 and the Departmental Safety and Health Policy.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement initiatives are important for this role.

### **Achieve Results**

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, determine appropriate actions despite a lack of clarity, maintain a focus on quality, adhere to current procedures and manage projects to completion within a set timeframe are fundamental to this role.

### **Builds Productive Relationships**

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders and encourage engagement and contribution is a requirement for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, investigating issues and proposing solutions. Actively identify potential risk issues and report to management.

### **Communicates and Influences Effectively**

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

### **Role Specific Criteria**

- Considerable knowledge and experience in library and information services.
- Demonstrated ability to manage and co-ordinate library systems, ideally in a network of libraries.
- Proven ability to manage and supervise staff.
- Demonstrated high level research, conceptual, analytical and problem-solving skills.
- Applicants must hold a Bachelor of Arts (Librarianship and Corporate Information Management) or equivalent, conferring eligibility for professional membership of the Australian Library and Information Association.

**Special requirements/equipment**

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Nil

**Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director

Signature: \_\_\_\_\_ Date: 29 March 2022

HR certification date: April 2022