



Job Description Form

4494 Manager, Library and Information Services

Library & Information Services

Position details

Classification Level: Specified Calling Level 4

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

Responsible to: 000783 Director, Higher Courts – Level 9

This position: 4494 Manager Library and Information Services – L4SC

Direct reports: 007546 Team Leader CTS - L3SC
007548 Team Leader SSO, PCO, SG, DPP, PTO and CCC -
L3SC
007549 Team Leader Library Sys & Technical Services - L2SC
4618 Senior Librarian – L2SC

Overview of the position

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

The Manager, Library and Information Services is responsible for managing the Law Library, including planning, coordinating, developing and implementing the Department's Library and Information Services policies, strategies and change initiatives. The Manager participates in, and contributes to, the effective strategic management of the Directorate as well as manages relevant contracts.

Job description

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

Work to improve communication and model integrity and respect in all interactions.

Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.

Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.

Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

Facilitate cultural and management reforms within the Department through leadership and engagement.

Represent the Department's interest on committees and working groups as required.

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

Role specific responsibilities

Provides leadership and direction to achieve the outcomes of the Branch and is responsible for overall Branch service delivery.

Participates in and contributes to the effective strategic management of the Directorate.

Develops and implements business planning requirements of the Branch.

Monitors, evaluates and reports on team performance and develops and implements strategies to achieve continuous improvement to Branch service delivery.

Develops strategies, policies and protocols for the effective use of library and information service management to achieve the outcomes of the Branch.

Maintains and enhances the library collections and services within budgetary constraints.

Evaluates new technology as a mechanism for improving the delivery of library and information services and better utilisation of resources.

Coordinates and/or provides training in new technology, processes and systems.

Manages and coordinates the activities of the Branch including ensuring appropriate resource allocation at the various sites.

Leads the team to contribute to the outcomes of the Branch. Encourages team learning, motivation and commitment towards common goals, excellence in service provision and continual improvement.

Coordinates the planning, development and implementation of change initiatives and projects.

Effectively captures, stores, shares and uses information, technology and records, and ensures effective knowledge management and professional development of the team.

Applies the principles of equity, diversity and occupational safety and health within the workplace.

Develops and maintains relationships and an extensive network of contacts with senior executive, key stakeholders and client groups including the judiciary, other relevant Government agencies and libraries.

Maintain regular liaison with relevant professional bodies and Associations in the library and information sector.

Represents the Department on internal or external forums.

Behaves and manages staff in accordance with the relevant standards, values and policies.

Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

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

Highly Developed Management and Leadership skills

Demonstrated ability to lead and manage staff in order to achieve business outcomes. Encouraging team learning, motivation and commitment towards agency goals, excellence in service provision and continual improvement.

Demonstrated Information and Knowledge Management Skills

Managing knowledge to address strategic and operational needs and agreed outcomes. Developing strategies to capture, store and effectively use information, technology and records of the Branch.

Exemplifies Personal Integrity and Self Awareness

Developing and establishing a work environment that is responsive to changing internal and external demands. A demonstrated; high level of self-awareness and resilience when faced with challenges, openness to feedback, commitment to professionalism, probity and personal development, ability to provide impartial and forthright advice, challenge issues constructively, stand by your position and support others when required, seek guidance and advice when required.

Highly Developed Communication and Relationship Skills

Applies high level interpersonal and communications skills, building and maintaining effective working relationships with a wide range of internal and external stakeholders and clients. Representing and promoting the Department.

Service Delivery

Coordinating, managing and evaluating a network of library collections to provide best practice delivery of library and information services. Providing and managing standard

law library practices and procedures. Managing and negotiating contracts for the provision of library services.

Qualifications

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

N/A

Certification

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

Director Higher Courts

Signature: _____ Date: _____

HR certification date: _____