

Job Description Form

POSITION TITLE: MANAGER COLLECTION CARE

Position Number: 14517	Classification Level: Level 7
Directorate: Collection Services	Agreement: Public Sector CSA Agreement 2021
This position reports to: 14017 - Director Collection services – L8	
Positions reporting to this role: 12278 - Senior Conservator SCL2 12203 - Team Leader Stack Management SCL2 14483 - Digital Preservation Officer L5 15540 - Digitisation Project Coordinator L5 15572 - Librarian SCL1	

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

The position is responsible for the strategic management and direction related to the State Library's digitisation, physical and digital preservation, conservation, and storage practices.

As a member of the senior management team, this position also participates in strategic planning and contributes to the development and implementation of organisational projects and programs in support of the State Library's aims and objectives.



KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Take functional responsibility for the effective and efficient leadership and strategic development of the State Library's digitisation, preservation, conservation and storage programmes and practices that reflect current and emerging international best practice.
2. Plan, develop, direct and evaluate the policies, products, services and activities of the Collection Care team with particular reference to:
 - a. Digitisation, digital preservation and digital collection practices.
 - b. Collection management including stack management (onsite and offsite retrievals), collection audits, valuations and insurance strategies.
 - c. Preservation services (physical and digital), including the Library's Disaster Response Plan, Conservation strategy, preventive conservation programmes, and loans management.
 - d. Collections access support including exhibitions, online content, public programs and events.
3. Manage external grant and project funding including procurement, contract management, stakeholder management, project management and reporting.
4. Manage performance and development in the team. Guide, coach and develop staff to be flexible and adaptable, to build on digital capabilities and maintain contemporary practice and knowledge.
5. Manage the team's human, financial, physical and technological resources, fostering a culture of continuous improvement and innovation in service delivery and work practices to meet the changing needs of the Library's diverse clients, stakeholders and collections.
6. Identify, develop and manage partnerships within and outside the State Library to leverage opportunities, realise mutual benefits and enable the achievement of strategic objectives.
7. Contribute to the strategic planning of the Collection Services directorate.
8. Represent the State Library to government organisations, stakeholders, business and other professional or interest groups at a state and national level as appropriate.
9. 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 Library Code of Conduct.
3. Acts safely and in accordance with the Library's 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

- Demonstrated knowledge of international trends, issues and developments in the library and collecting sectors, in particular, in new technologies for digitisation management, digital preservation processes and care of digital content.
- Knowledge of preservation standards, procedures and systems to preserve physical and digital heritage collections.
- Experience in strategic project and budget management to deliver organisational priorities and programmes.

2. Shapes and Manages Strategy

- Understands the organisation's objectives and provides direction to others regarding the purpose and importance of their work, aligning operational tasks to strategic outcomes.
- Gathers and investigates information from a variety of sources and perspectives and monitors best practice approaches in the organisational context.
- Undertakes objective, systematic and evidence-based analysis and identifies innovative solutions to problems and issues.

3. Achieves Results

- Delivers intended results, seeing projects through to completion, monitoring project progress and adjusting plans as required.
- Reviews performance of staff and projects and identifies opportunities for continuous improvement.
- Responds positively and flexibly to change and uncertainty.

4. Builds Productive Relationships

- Demonstrates strong interpersonal skills.
- Actively influences where required.
- Works collaboratively, consults and shares information.
- Identifies learning opportunities for others, delivers constructive feedback and deals with under-performance promptly and effectively.
- Anticipates and responds to internal and external client needs.

5. Exemplifies Personal Integrity and Self-Awareness

- Demonstrates professionalism and personal integrity.
- Shows a high level of adaptability to technological change.
- Demonstrates resilience in achieving objectives despite difficult circumstances or criticism.



- Easily understands new concepts and ideas and applies them appropriately.

6. Communicates and Influences Effectively

- Confidently presents messages in a clear, concise and articulate manner, and selects the most appropriate medium for conveying information.
- Listens carefully to others and ensures mutual understanding.
- Negotiates persuasively and strives to achieve mutually beneficial outcomes.

Desirable:

1. Tertiary qualification in library management, cultural heritage management, information management or similar.
2. Experience in digitisation, preservation and information technology and systems.
3. Eligibility for membership to the Australian Library and Information Association (ALIA).

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: Director Collection Services	Name: Catherine Belcher	Date: 30 September 2022
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REGISTERED

State Library of Western Australia

INITIALS: LTS DATE: 5/10/2022