



INFORMATION PACKAGE

POSITION VACANT

COORDINATOR LIBRARY SERVICES (PART TIME)

REF NO: ESC245

CLOSING DATE: 4.30PM TUESDAY 2 JULY 2019

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact Kim Bush on (02) 4474 7402



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



Position Description

Coordinator, Library Services


Position Code	104
Division	Community Development and Participation
Location	Moruya Library
Band/Level	Professional / Specialist Band 3 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We are collaborative	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the sources.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To lead and coordinate vibrant library teams, resources and facilities that provide programs, services and events that support lifelong learning and library engagement outcomes. The position will work collaboratively with internal and external stakeholders to market to and engage the community in the development of library services.

Main duties and key result areas (KRA)

1. Provide strong leadership and oversight to library staff and project teams to achieve strategic library and planning outcomes.
KRA: Effective leadership evident and strategic planning outcomes achieved including effective development and evaluation of service programs and projects.
2. Lead the continuous improvement of library services through the formulation, implementation and review of policies, resources, facilities, programs and services.
KRA: Improved library policies, resources, programs and services in place, with evidence of improved outcomes for the community.
KRA: Effective collection management evidenced (including suppliers, budget and e- resources)
3. Manage budgets responsibly, including grant and project funding.
KRA: Effective and diligent budget management and responsibility, including budget compliance and grant acquittal requirements.
4. Pursue funding and partnerships opportunities to enhance library operations, community benefit and drive innovative service delivery and programs.
KRA: Evidence that funding, networking, community engagement and partnership opportunities are pursued to achieve community benefits and innovative service delivery, in line with strategic direction.
KRA: Relationships with co-located partners are well supported and evidence of positive collaborations.
5. Develop a culture of superior, proactive customer service and staff development.
KRA: Culture of superior customer service developed, evidenced by community feedback each year and a positive library service reputation.
6. Ensure appropriate contemporary technologies and telecommunications equipment are provided and managed well including facilitating and delivering all reporting requirements of system functionality and performance.
KRA: Library technologies and communications equipment and networks in place, in line with community and service needs and aspirations.

KRA: Library management system operates to high standard of service delivery and compliance.

7. Within area of responsibility, ensure
 - * the application of EEO and Diversity principles, and
 - * the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

KRA : WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.

8. Ensure the health and safety of all persons through the continual improvement and implementation of Council's WHS Policy and WHS System, and associated WHS procedures.

KRA: WHS Policy and WHS system implemented and WHS practices improved at a local level.

Qualifications/Experience (Selection Criteria)

Essential

1. Degree in library discipline or degree and post graduate library studies recognised by the Australian Library and Information Association (ALIA), or related discipline.
2. Demonstrated success in the coordination of vibrant library services, including continuous improvement, program and service, resource and policy development.
3. Demonstrated achievement in staff leadership and supervision, team management and professional development and conflict resolution.
4. Demonstrated experience in the development of a culture of superior customer service, service marketing and innovative library programs
5. Experience managing budgets and the pursuit and acquittal of grant funds.
6. Demonstrated experience in the development and maintenance of partnerships and collaborative projects.
7. Excellent written and verbal communications skills
8. Well-developed computer skills, including experience and proficiency with electronic resources and Library Management systems.
9. Current Class C Driver's Licence
10. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

*Appointment to this role is dependent on an assessment of the results of a
National Criminal History Record Check*

**The requirements outlined in Council's Policies and Codes of Practice
apply to all employees of Council.**

EMPLOYEE: Vacant Position
SUPERVISOR: Kim Bush
DATE: June 2019

CONDITIONS OF EMPLOYMENT

Position Title:	Coordinator Library Services
Reference Number:	ESC245
Grading:	Grade 16 of Council's salary system
Salary Range:	<p>In the range of \$46.69 to \$50.01 gross per hour comprised of:</p> <ul style="list-style-type: none">* \$42.64 to \$45.67 base salary, plus* \$4.05 to \$4.34 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-placement Medical:	An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	<p>Part-time, 32 hours per week with hours current arranged:</p> <ul style="list-style-type: none">• Monday to Thursday 9am to 5pm• Friday 9am to 1pm <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>
Location:	Based from Moruya Library.



Leave Entitlements:

Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL

DIVISION CHART

