

Coordinator Library and Child Services POSITION DESCRIPTION



Position Number:	3718
Department:	Community Services
Section:	Communities and Culture
Unit:	Library and Child Services
Classification:	Limited Term Contract
Reports To:	Manager Communities and Culture
Revised:	October 2019

General Position Statement

This position supports Council's direction by effectively managing the Unit which includes Council's Libraries and Child Care. Determine and clearly articulate the direction for the Unit and overseeing its performance to ensure safe and productive operations in delivering a relevant and inclusive service.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Manage the operational functions of the Unit to achieve adopted service levels in an effective and cost efficient manner ensuring industry best practice.
- Lead and manage processes that develop skilled, customer focussed and results orientated teams.
- Develop and monitor operational and capital budgets, strategic and operational plans, formulate contracts, reports, policies and procedures for the defined areas of responsibility.
- Identify and develop new business opportunities to increase income generation and/or reduce operational costs.
- Undertake effective stakeholder consultation and engagement to continuously improve services.
- Lead and manage the implementation of innovative projects and activities in the Unit to ensure that customers have access to modern, relevant and quality services.
- Provide advice to Council, internal and external customers, and the community in relation to areas of responsibility.
- Ensure compliance with all statutory requirements, service standards and funding agreements relative to the areas of responsibility.
- Maintain effective relationships with relevant community, professional and government organisations and networks.
- Oversee the maintenance and refurbishment of facilities.
- Manage the Unit's human and physical resources in an efficient and cost effective manner.
- Source funding and sponsorship for the Unit, including preparing grant applications for financial assistance from Federal and State Government agencies subject to the approval of Council and/or Council officers as appropriate.

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- Oversee the development and implementation of communication, marketing and audience development strategies to promote the programs and activities delivered by the Unit.
- Manage the Unit's volunteers, maintaining a positive and productive relationship with the volunteering organisation.
- Work in collaboratively with other units of Communities and Culture to maximise opportunities in service and program delivery.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- High level of interpersonal and customer service skills and demonstrated commitment to the provision of high quality customer service in a Library and Child Care environment.
- Demonstrated analytical, investigative and problem solving skills.
- Demonstrated high level of written and verbal communication skills.
- Ability to research and prepare comprehensive and professional reports, documentation and grant submissions.
- Demonstrated capacity to plan workload and achieve set goals whilst managing competing priorities and deadlines.
- High level financial and budget management skills.
- A demonstrated understanding of current issues and trends in the Library and Child Care profession.
- Experience in reviewing, developing and documenting workplace policies and procedures.
- Experience in developing staff rosters and assessing staffing levels/requirements.
- An understanding of current child care practices, processes and procedures.
- Knowledge of legislation, standards and practices applicable to the areas of responsibility.
- Demonstrated project management skills.

Qualifications

- Degree qualification in Library and Information Management (or related discipline) and/or equivalent demonstrated experience.

Desirable Qualifications and Experience

- Post Graduate qualification in Management would be highly regarded.
- Demonstrated experience in a Library and Child Care environment.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.

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Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	