

## POSITION DESCRIPTION

Manager Library and Museum Services (POS1392)

<b>Directorate:</b>	Community and Lifestyle	<b>Department:</b>	Library and Museum Services
<b>Position Grade:</b>	Manager	<b>Reports to:</b>	Director Community and Lifestyle
<b>Last review:</b>	November 2023	<b>Next review:</b>	November 2025
		<b>Version No.:</b>	2.0

### Position purpose:

The Library Services Manager is responsible for leading a multidisciplinary team to achieve the Council's vision of being the Gateway to Western Sydney. This includes overseeing library facilities, collections, programs, and services to meet community needs.

Through a period of continuing change and growth, drive and lead the development of an innovative and best practice Library and Museum strategy and service delivery to achieve business results against Council's strategic directors. Evaluate current and future organisational needs, and develop creative library and museum management strategies and responses that enable Council to offer innovative and relevant library and museum services.

Leading Council, and working closely with the Director Community and Lifestyle and other managers to ensure high quality and integrated services.

### Key accountabilities/responsibilities:

Responsible for:

- 1) **Strategic Leadership:** Provide visionary leadership to drive strategic initiatives and elevate the library service's role as a trusted and innovative community resource.
- 2) **Team Empowerment:** Foster a culture of excellence and unify a high-performing team to ensure they are empowered, engaged, and aligned with the organization's mission.
- 3) **Innovative Solutions:** Develop and implement innovative solutions to enhance service effectiveness, responsiveness, and relevance, keeping the organization at the forefront of library services.
- 4) **Facility Management:** Oversee the successful launch and operation of a state-of-the-art library within a new cultural and civic facility, positioning it as a cornerstone of Liverpool's Civic Place.
- 5) **Cross-Functional Collaboration:** Collaborate with cross-functional teams to deliver on organizational objectives, ensuring library services are seamlessly integrated with broader strategies.
- 6) **Resource Acquisition:** Attract funding, secure resources, and cultivate strategic partnerships to expand the impact and reach of library services.
- 7) **Sector Leadership:** Assume a prominent role in the library services sector in New South Wales, influencing industry standards and representing the Council in relevant forums.
- 8) **Compliance and Governance:** Ensure strict adherence to policies, procedures, and legislative requirements, maintaining the highest ethical and compliance standards.
- 9) **Financial Oversight:** Develop, monitor, and control budgets, making strategic financial decisions to support long-term goals and objectives.
- 10) **Stakeholder Engagement:** Represent the Council on key committees and boards, proactively building positive relationships and advocating for the organization's mission.

### Decisions made in the position:

- 1) Strategic direction for the Libraries and Museum and allocation of work to achieve Council objectives
- 2) Changes and improvements to Library and Museum Services

- 3) Decisions within delegation for financial and people management
- 4) Allocation of resources to achieve strategic outcomes within the Library and Museum Services
- 5) Expert advice (and where appropriate adoption of new approaches) to the CEO, ELT and managers on complex and / or unique library and museum matters when precedent does not exist, including anticipating and managing any related risk.

**Decisions referred:**

- 1) People management decisions around new appointments, dismissal, restructures, salary progression
- 2) Expenditure in excess of delegation
- 3) New initiatives and policy changes

**Key issues/challenges:**

- 1) Leading the development and implementation of library and museum practices across Council.
- 2) Understanding the nature of Council's operating environment and strategic objectives, and how to position and drive the visioning, development and implementation of strategic people management and resourcing plans which enable delivery of agreed outcomes.
- 3) Achieving organisational acceptance and establishment of a culture that embraces ongoing business improvement and excellent customer experience
- 4) Leading implementation of critical and imperative changes and strategic initiatives across Council achieving high levels of ownership and compliance.
- 5) Managing in a constantly changing and political environment.
- 6) Achieving strategic outcomes within an environment of increasing demand, contracting resources and competing priorities
- 7) Ensuring delivery within strict deadlines whilst managing additional complex projects
- 8) Supporting rapid city growth and diversity
- 9) Communicating with people at all levels of the organisation
- 10) Having a "can do" attitude with the ability to analyse and solve problems at the source

**Key working relationships:**

**Internal**

- Chief Executive Officer
- Executive and Management Team
- All staff
- Mayor and Councillors

**External**

- Government Agencies
- Legal Advisors / Firms
- Local Gov't Agencies
- Various professional consultants
- External Auditors
- Community members

### POSITION SPECIFICATION

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

#### ESSENTIAL CRITERIA

##### Qualifications/Licences

- Recognised tertiary qualification in Information Science / Librarianship or related discipline, allowing for professional membership of the Australian Library & Information Association
- Current Class C Driver's Licence

##### Experience

- Extensive demonstrated experience, within a Public Library setting, in building and leading a cohesive team with a constructive culture and record of achieving strategic objectives
- Extensive demonstrated experience in leading diverse, multidisciplinary teams and delivering services to a high standard to meet financial and other business performance criteria
- Experience in the development of integrated approaches to community engagement and capacity building
- Demonstrable detailed understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.
- Demonstrated experience and sound understanding of library information and management systems; office productivity software, such as MS Office; search engines and search strategies; databases; eBook devices and platforms.
- Demonstrated experience in working with and providing services for people from a diverse range of cultural backgrounds and communities

##### Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Ability to operate effectively in a complex political environment
- Exceptional written and oral communication skills and select and apply appropriate communication strategies effectively.
- Advanced problem solving and decision making ability including experience in working with and supporting line managers to resolve priority issues.
- Demonstrated experience and advanced financial and budget management skills
- A sound understanding of the application of marketing and business development techniques within the library sector

#### DESIRABLE CRITERIA

##### Qualifications/Licences/Experience/Knowledge and Skills

- Post Graduate qualification in management or related discipline
- Availability to work flexible working hours

**LIVERPOOL  
CITY  
COUNCIL**



## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**