

## Librarian

<b>Status</b>	Permanent	<b>Base Salary</b>	\$84,451-\$88,136 per annum
<b>Division</b>	Community and Culture, Library and Gallery Operations	<b>Closing Date</b>	5.00pm Thursday 16 November 2023
<b>Location</b>	Ingham, 25 Lannercost Street	<b>Job Ad Reference</b>	841485
<b>Award</b>	LGIA Stream A – Level 5	<b>Contact</b>	Renee Poppi, Community and Cultural Services Coordinator on 07 4776 4789

### Our Region

Just over an hour north of Townsville is the tropical paradise of Hinchinbrook. With Ingham at its centre, the region is surrounded by rugged mountain ranges, giant waterfalls, the Great Barrier Reef, wild beaches and tropical islands. It's a place where breathtaking scenery, unique wildlife, world-class fishing experiences, delicious, locally sourced food, inspirational art and 60,000 years of culture are all weaved into one incredible story: The Hinchinbrook Way.

### Our Council

Hinchinbrook Shire Council is one of the largest employers in the region with over 200 employees working across administrative, operational and technical roles. Our team enjoys a fair, equitable and flexible workplace so that our staff can enjoy the many attractions and events that come with living in the Hinchinbrook community. Council offers favourable working conditions including a nine day fortnight for most roles, generous superannuation of 11%, generous leave entitlements including 5 weeks annual leave and 3 weeks paid sick leave.

### Mission

Our Council mission is to provide leadership in making locally responsive and informed decisions, delivering quality services and facilities to the Hinchinbrook community.

### Our Vision

Our vision for Hinchinbrook Shire is to strengthen our vibrant regional lifestyle and prosperous economy by growing the population of and opportunities for the Hinchinbrook Shire.

### Our Values

Our workforce aligns with the values of:



**People** – We value our community, our stakeholders and our employees. We will treat all persons with fairness and respect. Council will implement services from a customer perspective.



**Integrity** – We will lead our community with integrity and vision. We will embrace change, foster innovation, and be always honest and transparent.



**Excellence** – We will always strive to do our best, to be industry leaders and to look for opportunities in pursuit of continuous improvement.



**Sustainability** – We will be practical, focused, and effective in our delivery of services and programs for the community.

## About the Directorate

The Community and Corporate Services Directorate is responsible for the delivery of a diverse range of services including Information Services, Financial Services, Procurement, Revenue and Rates, Development and Regulatory Services, Economic Development, Corporate Governance, Risk and Administration, Cemeteries, Arts, Library and Culture, Community Development and Engagement and a range of other community and corporate related services.

## Purpose of Role

This role is responsible for providing high-quality library service to the Hinchinbrook region, with a focus on managing the daily operations of the library service delivered through the region's two libraries which satisfies the community's informational, recreational and educational needs, in accordance with Council's Corporate and Operational Plan and State Government Public Library guidelines and standards.

## Key Accountabilities

- Ensure the provision of excellent customer service at the library by overseeing and leading day-to-day activities involved in the operations of a library service across all locations.
- Deliver the First 5 Forever program to ensure an ongoing commitment to early literacy development.
- Develop a range of literacy programs suitable for all ages in the library and collaborate with other Community and Culture team members and key stakeholders in the development of service-wide programming.
- Promote library resources and activities by working with the Community and Culture team and Council's media staff to produce and deliver promotional communications, and by organising displays and activities for events such as First 5 Forever program, Children's Book Week, Library and Information Week, Senior's Week, and Meet the Author Days.
- Effectively engage with volunteer network and reinvigorate the network of volunteers and community organisations and groups to promote library usage, raise the profile of the library and be involved in activities that support the achievement of shared goals.
- Encourage the use of the library as a venue to promote local work, including events such as book launches, display of promotional materials by local authors and items with local content, and other activities of local groups and individuals.
- Oversee Hinchinbrook Shire Library Special collections to include a wide range of materials and formats, both historical and contemporary, relating to the local area and are reflective of the various communities within it.
- Contribute to the planning, development and implementation of library policy and strategic direction across the region.
- Management of library collections which meet the information, education, recreation and cultural needs of the community, and support the development of lifelong learning.
- Ensure all employees and volunteers work as a cohesive, supportive and high functioning team. This includes providing ongoing supervision, support, staff development and training, and working through regular performance development reviews and behaviour, performance or conduct concerns.
- Assist the Community and Cultural Services Coordinator with grant applications and other funding activities designed to promote and support the library service.
- Ensure that assigned budgets are financially managed so that allocated projects are delivered within budget and any exceptions are reported to the Coordinator.



- Maintain accountability and appropriate use of information systems and maintain vigilance to comply with record keeping requirements.

### Basis for selection

We are seeking applicants who, within the context of the role responsibilities detailed above, possess the following key attributes:

- Demonstrated current or previous experience in library operations, preferably from a regional perspective in public libraries or similar customer experience environment.
- Knowledge and ability to implement and maintain Library Management Systems, online platforms, equipment, and technology relevant to delivery of innovative public library services.
- Demonstrated supervisory experience and understanding of developing, coaching and positively influencing the knowledge and skills of a small team.
- Demonstrated experience and proven ability to manage budgets and monitor income and expenditure.
- Highly developed communication, consultative, interpersonal and negotiation skills, with the ability to liaise with staff, government agencies and the public with tact and understanding.
- Highly developed and effective organisational and time management skills
- High level proficiency, skills, experience and aptitude in word processing, document review and formatting of correspondence, policies and procedures, use of databases, electronic document management systems, intermediate spreadsheet skills and presentation design.

### Other requirements

The following other requirements are applicable to this role:

- Mandatory requirement to have a Working with Children Check (Blue Card) or the ability to obtain prior to commencement.
- The possession of vocational, tertiary or postgraduate qualifications in a Library and Information Sciences related discipline will be highly regarded.
- Eligibility for associate membership of the Australian Library and Information Association or willingness to attain will be desirable.
- The incumbent may be required to travel on official business and the possession of a C class driver's license may be required.
- The successful applicant will be required to undertake a pre-employment functional capacity examination due to the physical lifting requirements of the position.

### How to Apply

Please provide the following information for initial assessment of your suitability:

1. **Your current resume** (including a comprehensive employment history with functions or roles performed, dates of employment, major achievements or awards, and tertiary or other qualifications. All attachments for online or email applications must be in PDF or Microsoft Word format.
2. **A two (2) page statement** outlining your suitability for this position, which should include examples and outcomes achieved to demonstrate your suitability for the role from the *basis for selection* section. It is a requirement of the selection process that your statement **not exceed three (3) pages in length**.

### Workplace Health and Safety

Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements;



- Abiding by Council WHS Policies, Procedures and training at all times;
- Complying with instructions given for WHS;
- Reporting any personal injury, third party or vehicle incidents or damage to your Supervisor immediately;
- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs;
- Not wilfully or recklessly interfering with or misusing anything provided for WHS;
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others; and
- Reporting any WHS concerns and hazards to your direct Team Leader or Manager and/or the WHS Coordinator immediately.

### Additional Information

- This position reports to the Community and Cultural Services Coordinator.
- There are direct reports to this position of Library and Gallery Assistants who are rostered.
- Council is committed to maintaining a culture that builds respect, fosters inclusiveness, promotes flexible work arrangements and embraces the unique and diverse qualities of our workforce.
- Council stands firm in its position and has zero tolerance for inappropriate workplace behaviour.
- Pre-employment screening checks are undertaken as part of selection which are inclusive of social media collateral checks; criminal history checks; pre-employment medicals and functional capacity examinations and drug and alcohol testing for specific roles.
- Applications will remain current for a period up to six months and may be considered for other vacancies (identical or similar) which may include an alternative employment status (e.g. fixed term or part-time).
- Arising vacancies may be appointed from ongoing talent pools for entry level positions or where Council elects to support a youth employment pathway for school-based apprenticeships, traineeships or cadetships.
- The incumbent may be required to undertake interstate and or domestic travel.
- The incumbent may be required to undertake other duties not listed in the key responsibilities, under the direction of the relevant accountable manager.
- A mobile, flexible and agile workforce supports service delivery and employee development. You may seek or may be required to work in alternative locations or undertake alternative duties on a secondary basis.
- Be available to provide an important role in disaster management response and recovery during and following activation of Council's Local Disaster Management Group in times of natural disasters inclusive of undertaking training.
- This role is Office based although there may be requirements to visit physical sites.

