

Job Description

Position Details

Title	Collection & Resources Manager	Position #	S10136
Grade	11	Band/Level	3/2
Directorate	City Performance	Department	Customer & Community Services
Team	Arts & Culture - Library Services	Location	Nowra Library
Status/Type	Permanent/Full-Time	Hours	35
Reports to	Library Services Manager	Supervisor Position #	S10069
# of Direct Reports	6	# of Indirect Reports	Nil
Applicable Allowances	Nil	Vehicle - Operational or Leaseback (discretionary benefit)	Nil

Primary Purpose of the Position

- To provide leadership, direction and support to the Collections and Resources Team at Nowra Library to deliver a high quality library service.
- To manage the daily operations and functions of the Collections and Resources team, ensuring efficient workflows and staff support
- To provide leadership, support and guidance to team members to ensure all operational tasks and service objectives are consistently achieved.
- To ensure the Collections and Resources team complies with all relevant legislation and Council policies, while effectively managing risk.

Selection Criteria

Essential Qualifications, Licences and Experience

- Tertiary qualifications as recognised by the Australian Library and Information Association or equivalent experience
- Class C Driver's License
- Current NSW Working with Children Check
- Proof of Australian residency or citizenship, or authority to work in Australia (visa)

Essential Leadership/Management Skills

- Extensive experience in a Leadership, Management or Supervisory role

- Extensive experience in Collection Development and Collection Management
- Ability to manage a successful team, including cross-team service delivery.
- Capacity to deliver a strategic plan within the operational environment.
- High level of written, oral, and interpersonal communication skills, including
 - Negotiation Skills
 - Conflict resolution
 - Adaptation to the needs of the audience

Essential Technical Skills

- Demonstrated Experience in library practice and procedures
- Knowledge of Traditional, contemporary and popular literature including children and youth
- Knowledge of resources and formats relevant to popular culture
- Understanding of current industry issues, trends and emerging technologies.
- Demonstrated ability to accommodate changes and provide responsive services to meet client needs in a multi-branch public library service.
- Demonstrated budget management skills.
- Demonstrated ability to manage conflicting priorities and to delegate effectively.
- Demonstrated knowledge / understanding of industry technology / Library Systems, including reporting modules.
- Experience using online resources.

Desirable Criteria

- An understanding of the local government environment.
- Experience with the Libero Library Management System.
- First Aid Certificate

Principle Duties and Responsibilities

Role Specific Duties and Responsibilities

- Lead, manage and support the Collection and Resources team to ensure current and potential client needs are met in a multi-branch, customer focused public library environment;
- To co-ordinate collection management and selection across the library service, including partners of the South Coast Co-Operative.
- Liaise with suppliers for procurement of library collections and resources.
- Prioritises workloads and supports continuous improvement by monitoring work practices of the Collection and Resources Team.
- Oversee expenditure of relevant budgets to ensure funds are spent in accordance with library needs and Collection Development Policy.
- Prioritises workloads that supports the Community Strategic Plan, Shoalhaven Libraries Strategic plan and aligns operational activities accordingly
- Ensures all written and verbal communication provided is correct, factual, timely, customer-focused and in accordance with the relevant legislative requirements and Council procedures.
- Ensures the Library Manager is aware of difficult/sensitive issues which arise and provides recommendations on resolution.
- Communicates, consults and shares information within the Team and across the organisation to ensure others are kept informed of issues.

- Leads and manages the Team to function at an optimal level ensuring work is undertaken in a manner which is commensurate with the budget and resources allocated and providing recommendations on improving cost effectiveness within the Team.
- Exhibits leadership behaviors by showing initiative, taking responsibility for self and group actions and referring issues of ethics and probity, ensures work and behavior of self and team is professional and adds value to the business of Council, within area of responsibility and corporately, aligning with Council's Core Values.
- Supports continuous improvement by identifying improvements to processes and practices and supporting change
- Approaches problem solving by analysing information from various sources to ensure effective, accurate advice provided.
- Reports to the Manager on areas of functional responsibility making professional recommendations for the Manager's consideration.
- Works with legislation and existing procedures, to ensure compliance with Council's relevant processes and make modifications to processes and recommendations on improvements.
- Monitors and evaluates the Collection and Resources Team's performance and provides analysis to the Library Manager.
- Works collaboratively and functions as an effective team member within own team and as part of the Shoalhaven Library Services Management Team.
- Supports other employees to understand and utilise Industry systems and processes.
- Participates in the Employee Professional Development Program (PDP) and uses feedback to develop skills, behaviour, and attitude.
- Perform customer service desk shifts as required

Child safety is a critical element of this role through preventing, recognising, responding to, and reporting of child safety reports or concerns.

Delegations

This position has delegation from the CEO to enact legislative or policy provisions.

- The holder of this position is considered a Designated Officer (i.e. Required to complete Annual Pecuniary Interest return).
- This is a Key Management position in accordance with Accounting Standards which requires completion of Annual Disclosure.
- The Financial Delegations of the position are:
 - Purchase order limit: \$10,000
 - Total expenditure control: up to \$10,000

Shoalhaven City Council's Statement of Commitment to being a child safe organisation:

- Shoalhaven City Council is a Child Safe Organisation that recognises and advocates for the rights of children and young people and are committed to providing a safe workplace.

Fraud Prevention

- Identify and report any suspicious activities or potential fraud encountered during interactions with the public.

Overall Corporate Responsibilities

- Adhere to Council plans, policies, procedures, and Code of Conduct
- Conduct oneself in accordance with Council's Core Organisational Values - **Respect, Integrity, Adaptability & Collaboration.**
- Work in alignment with the objectives identified by Council and your team.
- Exhibit positive behaviours by showing initiative, taking responsibility for own actions and disclosing issues of ethics and probity.
- Support continuous improvement by identifying improvements to processes and practices and supporting change.
- Contribute to work area planning and prioritise workloads to meet deadlines.
- Work within budget and time constraints to optimise outcomes while balancing resource requirements.
- Maintain all certificates, licences and operative training required for the position.
- Understand, adhere, and promote all Workplace Health & Safety policies and procedures.
- Work in keeping with the Shoalhaven City Council's EEO management plan and other EEO policies.
- Build rapport with internal and/or external customers; be friendly, co-operative & helpful.
- Manage records in accordance with the State Records Act & Council's Records Management Policies; ensure that all appropriate records are captured into Council's recordkeeping system efficiently and effectively.
- Demonstrate a strong customer focus which is responsive, courteous, accurate and professional.

Other Information

Award / Agreement

Local Government (State) Award

Span of Hours

8:00am to 9:00pm

Spread of Hours

Monday to Sunday

Arrangement of Hours

35 hours within one week provided that at least two days off shall be granted.

1 x 11am-7pm shift per week

Pre-Employment Requirements

WWCC Required Y/N:	<u>Y</u>	Police Check Y/N:	<u>N</u>
Pre-employment medical category:	<u>Y – Cat 2</u>	Qualification Check Y/N:	<u>Y</u>

Date last reviewed:

July 2026

***This job description is to be read and interpreted in conjunction with your contract of employment. Where there is any inconsistency between this job description and your contract of employment your contract of employment will prevail to the extent of the inconsistency.*

Council, as the employer, may direct you to carry out duties that are within the limits of your skill, competence, and training and that may not be described in this job description.