

Position Title	LIBRARY PROGRAMS TEAM LEADER
Department	Community, Cultural and Economic Development
Branch	Libraries and Customer Service
Section	Business Support and Library Content
Team	Library Programs
Award Stream and Level	Community & Environmental Services Level 5
Review Date	August 2022

Our Purpose	Together we proudly enhance the quality of life for our community.
Our Values	Underpin behaviours that support and enable us to work constructively together to achieve our purpose.

Our Values:



COLLABORATION



COMMUNICATION



INTEGRITY



EFFICIENCY



LEADERSHIP

1. PRIMARY ROLE:

- 1.1 Work with the Library Programs Coordinator to develop, implement and deliver innovative and contemporary library programs, events and initiatives consistent with Ipswich Libraries strategic direction, industry best practice and Council policies and procedures.
- 1.2 Provide leadership to a specialised team and a high level of support in the overall achievement of Library Programs Team objectives.

2. ORGANISATIONAL STRUCTURE:

This position reports to the Library Programs Coordinator.

A number of Library Programs Officers report to this position.

3. KEY RESPONSIBILITIES:

- 3.1 Lead and manage a high performing and collaborative Library Programs Team, modelling a client focussed approach which reflects best practice, continuous improvement and the achievement of objectives.
- 3.2 Develop and implement programs, events and other initiatives for regional service delivery and targeted community engagement with Library collections, spaces, services and technologies.

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- 3.3 Develop and use survey and evaluation tools to measure, evaluate and report on program performance as required.
- 3.4 Provide input into the Library Public Program budget and monitor team expenditure.
- 3.5 Actively consult with, and participate in, industry, Council and external stakeholder networks aligned to library goals.
- 3.6 Actively research, recommend and initiate new and innovative programs, grant opportunities and other concepts that reflect industry awareness and the integration of new and emerging trends and technologies as appropriate.
- 3.7 Model dynamic and professional program delivery that promotes ongoing engagement with the library across diverse audiences.
- 3.8 Perform any other duties that are reasonably within the competency, skills and training of incumbent as may be directed from time to time by the position's supervisor.

4. CORPORATE EXPECTATIONS:

- Employees are expected to be familiar with and comply with the Code of Conduct and Council policies and procedures.
- Employees are expected to be familiar with and comply with the *Human Rights Act 2019* and make decisions in a way that is compatible with Human Rights.
- The employee shall comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons. Additionally, it is the responsibility of the incumbent to:
 - Participate in planning, hazard identification and risk assessment of work activities
 - Report any new work hazard(s) to your supervisor Undertake work only for which you are competent and skilled
 - Question any actions or decisions that you think are unsafe
 - Follow documented work instructions, control measures and procedures
 - Actively participate in all training provided
 - Correctly use and maintain PPE provided Protect yourself, your colleagues and others
 - Consider safety every day.
- Employees are expected to be familiar with and follow the spirit and content of Council's Diversity and Inclusion Strategy where people feel valued and respected, and ideas and perspectives are sought out.

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5. QUALIFICATIONS:

Mandatory:

- (a) Recognised qualification in Information and Library Studies (Librarian), or relevant tertiary qualification, and/or substantial experience to carry out the range of duties required.
- (b) Current Queensland C class driver's licence.
- (c) Working with Children Check – Issue of Blue Card and Positive Notice Letter (issued by the Queensland Government) or Exemption Card.

Desirable:

n/a

5a. ADDITIONAL FACTORS:

As Ipswich Libraries is a multi-site service, staff will be required to work at different locations from time to time.

The Library Programs Team Leader may also be required to work outside the normal span of working hours.

The incumbent will be required to undertake a range of manual handling tasks which may include setting up for events, moving trolleys, loading and unloading vehicles, moving filled crates and boxes and driving Council vehicles.

6. SELECTION CRITERIA:

The interview panel will select the most suitable applicant for appointment to the position based on the following requirements:

- 6.1 Proven experience in staff leadership and fostering a flexible, innovative and participative team environment with a continuous improvement focus.
- 6.2 Demonstrated competencies in utilising relevant technologies in program development and delivery.
- 6.3 Proven ability to undertake operational responsibilities including setting work priorities, monitoring workflows, performance reporting, and problem solving (root cause and analysis).
- 6.4 High-level skills and knowledge in project and event planning, development, implementation, delivery and evaluation in an environment of rapid change.
- 6.5 High-level skill in the production of written documentation including correspondence and a range of other reports.
- 6.6 High level of interpersonal and communication skills including demonstrated ability to form positive relationships and networks.