



Collaboration



Communication



Integrity



Efficiency



Leadership

Position Title	LIBRARY CONTENT AND COLLECTIONS OFFICER				
Department	Community, Cultural and Economic Development	Branch	Libraries and Customer Services		
Section	Business Support and Library Content	Instrument	Officers Certified Agreement	Level	4

Our Purpose	Together we proudly enhance the quality of life for our community.	
Our Values	Collaboration	We work together towards a common purpose and understand every employee plays a role in our success.
	Communication	We communicate openly and ensure diverse voices are being heard and valued.
	Integrity	We have a professional and respectful workplace and are motivated by public rather than private interests. We inspire others to act ethically.
	Efficiency	We provide enhanced service to the people of Ipswich, and we aim to get it right, first time.
	Leadership	We engage the heads, hearts and hands of our people to achieve our purpose. Recognition is part of our every day.

ABOUT IPSWICH CITY COUNCIL

Neighbouring Brisbane, Queensland's capital, Ipswich is the state's fastest growing area and oldest provincial city. It is a dynamic blend of rich heritage, proud communities, diverse landscapes, and lively energy all contributing to a region full of liveability and opportunity.

Ipswich City Council employs more than 1,500 people and promotes a workplace culture built on our communication, collaboration, integrity, efficiency, and leadership values. Council teams operate across various industries delivering a wide range of services to the community.

PURPOSE OF THE POSITION

Working within a high-performing team to deliver library collections, Home Library service, inter-library loans and the Picture Ipswich digitised heritage website.

The position will undertake operational activities and provide specialised support to deliver quality and relevant Library content and collections across a variety of formats and delivery platforms.

REPORTING LINE

This position reports to Library Content and Collections Coordinator and has no direct reports.

ACCOUNTABILITIES

1. Exercise specialist knowledge and skills to assist in the procurement/design, development and deployment of Library content and collections, including day-to-day operations relating to the Library Management Software and other technology, equipment and practices relevant to the library environment.
2. Work independently or within a team to deliver priorities and monitor workflows across relevant areas of responsibility.
3. Provide administrative support of a complex and/or specialised nature relating to reporting, evaluation, organisational projects, and service delivery for library content and collections.
4. Contribute to development of policies, procedures, processes, and reporting to ensure whole-of-service continuous improvement.
5. Monitor and train individuals, and the team, to deliver efficient and effective library content and collections services for diverse audiences and the Ipswich community.
6. Assist and advise in relation to maintenance of data integrity and governance in areas such as, cataloguing, copyright, privacy and licensing.
7. Participate in project teams or lead discreet functions for delivery of projects and strategic priorities of Ipswich City Council and the Library Service.
8. Maintain industry awareness and actively engage in professional development opportunities.

QUALIFICATIONS

Mandatory:

- Tertiary qualification in a related field and/or demonstrated technical experience in library content and collection operations.
- Current Queensland C Class Driver's Licence.

KNOWLEDGE AND SKILLS

Essential requirement:

- Experience using one or more types of Library Management Software
- Experience with business intelligence tools
- Excellent written and oral communication skills
- Substantial skill in use of desktop tools to design and generate reports
- Sound level of proficiency in Microsoft 365 tools such as MS Word, MS Excel and MS Outlook

Desirable requirement:

- Experience in collaborative delivery of projects and priorities

SELECTION CRITERIA

1. Demonstrated skill in working with contemporary high-volume library content and collections provision.
2. Sound to excellent practical knowledge and understanding of cataloguing standards and bibliographic control in order to maintain critical data integrity of the library catalogue.
3. Demonstrated awareness of industry best practice in the area of physical and virtual content and Library collection development, and bibliographical library practice, including experience in one or more library management systems.

4. Demonstrated experience in operating in a data driven, information environment including the development of reporting and evaluation tools to support ongoing business improvement.
5. Demonstrated experience in project delivery and partnering as part of a multi-disciplinary team.
6. Experience with vendor engagement and service level maintenance for contracts and supply chain arrangements.
7. Substantial skill in operating independently and cooperatively within a diverse team environment with the ability to undertake operational responsibilities where appropriate.
8. High level of organisational capabilities including high level communication skills, effective time and task management, a focus on continuous self-improvement, and the ability to set priorities and meet deadlines.

GENERAL

This position description reflects a summary of the key accountabilities of the position, it is not an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties that are reasonably within the scope of the officer’s skills, competence and training.

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

Operating hours are spread over seven days per week and the incumbent of the position may be required to work outside the normal span of working hours.

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.
- Employees may be required to contribute to Council's disaster response and recovery capabilities, where aligned to their function and role.