



Collaboration



Communication



Integrity



Efficiency



Leadership

<b>Position Title</b>	CONTENT AND COLLECTIONS LIBRARIAN				
<b>Department</b>	Community, Cultural and Economic Development	<b>Branch</b>	Libraries and Customer Services		
<b>Section</b>	Business Support and Library Content	<b>Instrument</b>	Officers Certified Agreement	<b>Level</b>	5

<b>Our Purpose</b>	Together we proudly enhance the quality of life for our community.	
<b>Our Values</b>	<b>Collaboration</b>	We work together towards a common purpose and understand every employee plays a role in our success.
	<b>Communication</b>	We communicate openly and ensure diverse voices are being heard and valued.
	<b>Integrity</b>	We have a professional and respectful workplace and are motivated by public rather than private interests. We inspire others to act ethically.
	<b>Efficiency</b>	We provide enhanced service to the people of Ipswich, and we aim to get it right, first time.
	<b>Leadership</b>	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 content, collections, Home Library service, inter-library loans and Picture Ipswich, the position will partner, collaborate and provide high level support across all Library sections in the delivery and management of Library collections across a variety of formats and delivery platforms.

The position provides a high level of support in the planning, development, implementation, promotion and evaluation of innovative, high-performing and accessible library content and collections for Ipswich Libraries, to meet community requirements and industry best practice.

## REPORTING LINE

This position reports to Library Content and Collections Coordinator and has one direct report.

## ACCOUNTABILITIES

1. Responsibility for quality assurance in library collection development, including application of specialised knowledge and experience to work with Library Management Software and other technology relevant to the library environment.
2. Lead, supervise and develop individuals and the team to deliver efficient and effective library content and collections services for diverse audiences and the Ipswich community.
3. Assist in preparation and monitoring of the section budget relating to Library content and collections.
4. Consult and contribute to development of policies, procedures, processes and reporting to ensure whole-of-service continuous improvement.
5. Exercise judgement and initiative to set priorities and monitor workflows across relevant areas of responsibility with general direction from the Content and Collections Coordinator.
6. Undertake analysis, design, and reporting to provide recommendations relevant to implementation of systems, tools and enabling technologies for physical and digital Library collections including, emerging technology, additions, and updates to the current suite of Library content and collections.
7. Provide advice and assistance for maintenance of data integrity and governance in areas such as, cataloguing, copyright, privacy and licensing.
8. Lead or participate in project teams for delivery of projects and strategic priorities of Ipswich City Council and the Library Service.
9. 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:

- Substantial 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 high level of skill in working with contemporary high-volume library content and collections provision.

2. High level 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 extensive experience in one or more library management systems.
4. Demonstrated extensive experience in operating in a data driven, information environment including the development and interpretation of analytics and other performance 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 and supervisory responsibilities where appropriate.
8. Excellent 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.

**Objective ID#**

**Evaluation Date** August 2024

**Last Reviewed** August 2024

- 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.