



Collaboration



Communication



Integrity



Efficiency



Leadership

<b>Position Title</b>	Library Content and Collections Coordinator				
<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>	7

<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 quality services to the community.

### PURPOSE OF THE POSITION

To work with the Library Management Team and lead staff 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.

To design, procure and manage the physical and virtual delivery of sustainable solutions for content and collections across all Library Service locations and platforms.

### REPORTING LINE

This position reports to the Business Support and Library Content Manager and has direct reports.

## ACCOUNTABILITIES

1. Work with the Library Leadership Team to identify community needs and develop effective and innovative curation strategies to maximise the provision and utilisation of the library's content and collections and report on the collection's performance against agreed targets.
2. Project manage required key actions to achieve sustainable outcomes on-time and on-budget.
3. Coordinate the delivery of diverse content and collections services and platforms including but not limited to physical and digital collections, Digital Archives (including Picture Ipswich), Home Library Service, Inter-Library Loans and Library Pods.
4. Provide strategic management of library content and collections through analysis, planning, delivery, evaluation and reporting.
5. Provide effective financial management, including contract management, budget preparation and monitoring.
6. Develop and manage positive relationships with vendors and suppliers and Council's Procurement teams for compliant delivery of goods and services, implementing quality assurance, profile monitoring and budget spend analytics to ensure all services meet agreed standards and contract requirements.
7. Work collaboratively with the Branch Services, Digital Experience and Customer Experience coordinators to deliver effective online strategies for seamless access to collections, digital content development, promotion and performance.
8. Develop and lead a high performing team to deliver dynamic and evolving content and collections functions, meet the challenges of innovative project work, actively participate in inter-team collaboration, and support the wider library service team.
9. Perform any other duties that are reasonably within the competency, skills and training of the incumbent as may be directed from time to time by the Business Support and Library Content Manager.

## QUALIFICATIONS

### **Mandatory:**

Tertiary qualification in a relevant field and/or extensive experience in the coordination of physical and virtual content delivery.

Current Queensland 'C' Class Driver's Licence.

### **Additional Factors:**

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.

## SELECTION CRITERIA

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

- Extensive experience in managing contemporary high-volume library content and collections provision, including profile development and performance management.
- Proven experience in the strategic application of analytics and other performance signals to support ongoing business improvement.
- Highly developed project management skills, with demonstrated ability to plan, implement, manage and successfully deliver projects and improvements to processes and procedures.
- Working knowledge and understanding of cataloguing and bibliographic control.
- Substantial experience of vendor relationship and service level management, contracts and supply chain management.
- Comprehensive awareness of industry best practice in the area of physical and virtual content and collection development and bibliographical library practice, including extensive experience in one or more library management systems.
- Demonstrated understanding of marketing and promotion principles in relation to collections.
- Demonstrated experience in leading, developing and motivating work teams in an environment of continuous improvement and regular collaboration.
- 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.

**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:
  - Plan work activities identifying hazards and controls in consultation with workers
  - Conduct and record site inspections and risk assessments (including hazard identification, risk analysis, control measures and treatments)
  - Investigate all accidents and near misses using the appropriate tools and recording systems
  - Allocate appropriately skilled workers, resources and equipment to ensure activities can be carried out safely
  - Participate in the resolution of WHS issues in work areas, projects and sites
  - Cease and reassess work if a hazard control measure fails or is ineffective
  - Assist in workforce planning and training
  - Ensure workers attend scheduled safety training
  - Communicate hazards and controls as identified in the planning process
  - Report on issues/incidents/hazards and near misses related to work activities
  - Conduct regular safety conversations/Interactions
  - Ensure accountability of workers.
- Employees are expected to be familiar with and follow the spirit and content of Council’s People and Culture 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.