

POSITION:	Doveton and CALD Team Leader
CLASSIFICATION:	Band 5
REVIEW DATE:	May 2023

Casey Cardinia Libraries

Casey Cardinia Libraries (CCL) is one of Victoria's largest public library services. We are funded principally by City of Casey and the State Government. We support a rapidly growing and diverse community of more than 392,000 people.

Our libraries are located at Cranbourne, Doveton, Endeavour Hills, Hampton Park, and Narre Warren.

Our Vision

Inspiring spaces where everyone is free to discover possibilities.

Our Values and Guiding Behaviours

Creativity

- Thinking of new ways to do things is crucial to our success
- We challenge the status quo, if we believe a better way is possible
- We cultivate creativity in others

Teamwork

- When we all contribute, we excel
- We look out for each other
- We play to each other's strengths
- We work with our community

Social Intelligence

- We are mindful of people's feelings
- We know what to do to put others at ease
- We are kind, compassionate and look for the best in each other

Our Approach

- We put people first
- Pay it forward
- Follow up and reciprocate good deeds
- Help each other grow
- Share our stories and learn from each other
- Share ideas freely
- Quick little steps
- Give new things a go
- Momentum not perfection

Fairness

- We treat people fairly and recognise them as individuals
- We do not let our personal feelings bias our decisions about others
- We actively support social inclusion and connection
- We are accountable for our behaviour

Love of Learning

- We love learning about new things.
- We believe there is always an opportunity to learn
- We learn from each other

Humour

- Our humour enables us to express how we feel.
- We like to laugh, bringing smiles to other people
- We use humour to build connections and create a positive experience for everyone

- Encourage each other to take calculated risks
- Build confidence and resilience by working to our strengths
- Encourage authentic and courageous conversations
- Embrace the opportunity to learn when, things don't go as planned
- Acknowledge our partners
- Celebrate success

Position Objectives

Operational

- Deliver innovative and customer focused service consistent with CCL vision, values and objectives (CCL Strategic Plan)
- Actively engage and interact with the community in the library, online and outside the four walls
- Provision of support and assistance to all library users
- Assist in the provision of CALD Services across CCL.

Strategic

- Contribute to the development of innovative and customer focused library service, building capacity in our communities
- Contribute to development and achievement of CCL strategic goals and plan
- Contribute to the continuous improvement and development of CCL by participating in activities and service development such as: library and learning staff forums, training programs, team meetings as required and meetings with your specific Team Leader
- Nurture and develop partnerships with other organisations including schools, community organisations and other local government services

Key Responsibilities and Duties

1. Leadership

- Oversee the day-to-day operations of the branch
- Provide effective lines of communication to all branch staff and CCL staff
- Provide positive leadership to build a cohesive, customer focused Doveton team
- Proactively promote the library
- Provide mentorship and staff training as required
- Assist CCL's CALD programs and services
- Actively participate on the Leadership Team.
- With Manager, develop agreed branch business plans, complete performance reviews, increment reviews, performance management and identify training needs

2. Risk Management

- Adhere to OHS Policy procedures and legislative requirements
- Ensure that all OHS incidents are reported, documented and followed through
- Induct all team members on OHS matters and regular reports at branch meetings
- Implement a culture of child safety throughout the library so that child safety is part of everyone's everyday thinking and practice
- Contribute to the safe working environment in accordance with the OHS Act 2004, regulations and CCL policies
- Ensure CCL human resource policies and standards are upheld by all staff

3. Customer Experience

- Develop and maintain a culture of outstanding customer experience
- Ensure Doveton Library is an inspiring space for the community with a high presentation standard, accessible collections, welcoming comfortable facilities utilising suitable promotional material where needed
- As Doveton is a small branch, this role requires a significant amount of time on desk to support branch rostering requirements.
- Deal with complaints and incidents in accordance with CCL policies and procedures
- Reinforce training of team members in information service provision using print, electronic and web-based resources

- Lead by example with on-desk time and customer facing delivery

4. Community Engagement

- Develop, deliver and evaluate community programs that support CCL strategic goals
- Actively seek, develop and maintain partnerships with internal and external organisations
- Engage the community through events and activities that challenge the traditional perceptions of library services
- Promote information literacy and library services

5. Information Services

- Advise and assist library users to find materials and/or information
- Have a good knowledge of CCL's collection and online resources and an awareness of Libraries Victoria resources
- Ensure library users to become self-sufficient in the use of catalogues, electronic services, and other information resources
- Contribute to CCL's online presences – photos, stories, suggestions and more
- Participate in the selection and evaluation of online resources and services for the library

6. Digital Literacy

- Competency in the use of a range of information technology and software tools in the provision of library services
- Willingness to embrace emerging technologies
- Maintain personal competency levels via regular use, training and coaching of staff
- Active training and support to other staff
- Knowledge of current and popular social media and online publishing platforms

7. Collection

- Undertake collection management in line with CCL Collection Management policies
- Display and promote collection
- Plan and deliver digital literacy classes relating to library collections and promoting e-resources

8. CALD

- Provide support to Cranbourne, CALD and Local History Manager to deliver on the CALD Strategy and Action Plan
- Provide leadership and support to library staff involved in the provision of CALD related programs and services
- Assist in the promotion of the library service to relevant outside agencies and stakeholders
- Support staff expertise in understanding CALD community needs and service
- Assist in building effective relationships with key groups and partnerships within Council and Community Groups

Selection Criteria

- Library qualifications conferring eligibility for professional membership of the Australian Library & Information Association
- OR
- Lesser formal qualifications with relevant work skills and experience commensurate with the requirements of the work required
- High level customer service skills
- Proven supervisory and management skills within busy team environments
- Well-developed interpersonal and communication skills with the ability to communicate with all ages, across all levels of the community
- Ability to work independently and as part of a team to meet organisational strategic outcomes

- Knowledge of collection management processes
- Excellent information technology and problem-solving skills with a range of information technology and software tools
- Ability to manage capacity of branch to deliver an engaging range of programs and services to meet community expectations
- Demonstrated ability to lead and motivate staff within a team environment
- Experience and understanding of programs and services for CALD community
- Time management, organisational and planning ability
- Driver's licence essential
- Working with Children Check

Organisational Relationships

Reports to: Hampton Park and CALD Manager

Internal liaisons: Leadership Team, Doveton Branch, Regional Support, and all staff

External liaisons: Library members, members of the community, schools, community groups, service organisations and training providers

Accountability and Extent of Authority

- Authority to operate within established policies and procedures
- To ensure the community observe the conditions of use of the library
- Responsible for the quality and timely provision of customer service
- Performance focused on increasing membership and building on program deliverables and participation
- Set priorities for services for Doveton Branch in consultation with the Cranbourne Branch, CALD and Local History and monitor related budgets

Judgment and Decision Making

- Make decisions on day to day running of the branch
- Select stock for purchase, reallocation or withdrawal in line with Collection Management policies
- Decide on appropriate response to difficult library users and emergency situations
- Decide on priorities for staff tasks and in circulation matters
- Participate in decision making as a member of the Leadership Team
- Act in accordance with established policies and procedures

Specialist Skills and Knowledge

- Familiarity of the resources available in CCL collections
- Experience with Library Management Systems
- Knowledge of CCL policies and procedures
- Understanding of the strategic objectives of the Casey Cardinia Libraries
- Knowledge of safe work practices for circulation work and branch operations
- Experience working with computers, photocopiers, information technology and social media
- Ability to run programs for all ages
- Ability to source information across varied platforms
- Knowledge of Child Safety standards

Managerial Skills

- Manage own time, set priorities, plan and organise work to achieve strategic objectives
- Ability to train and supervise other staff in the execution of established procedures and oversee small project teams
- Ability to develop staff, ability to plan and organise others work to achieve objectives in the most efficient way

- Emotional intelligence and sound judgement for problem-solving
- Ability to implement personnel practices including those related to equal opportunity, occupational health and safety and training and development
- Assist other staff to understand the objectives of CALD Services

Interpersonal Skills

- Excellent communication skills with all community members and staff
- Ability to handle dissatisfied community members in a friendly manner and deescalate high risk situations
- Approachability and awareness of library and community members needs
- Ability to write reports and prepare correspondence in respect of key responsibilities
- Ability to have a flexible approach to work and changing priorities

Qualifications and Experience

- Degree or Diploma course in Library and Information Management with some relevant work experience, preferably in a public library
OR
- Lesser formal qualifications with relevant work skills and experience commensurate with the requirements of the work required

Conditions of Employment

Conditions of employment are as per the Casey Cardinia Library Enterprise Agreement, Corporation policies and procedures and the letter of offer.

- **Employment Status** – Prior to commencement of duties the successful applicant must provide proof of permission to work in Australia
- **Health Declaration** – the preferred applicant will be required to complete a Health Declaration form as part of the conditions of employment
- **Hours** – include rostered day, evenings and weekend shifts and are based on the full time 35 hour a week employment model
- **Multiskilling** – The employee may be directed to carry out any duties within the limit of his/her skills, competence and training, provided that such duties do not promote a narrowing of their skill base
- **Qualifying Period** – As per the Fair Work Act 2009 and Regulations – 6 months
- **Recreation Leave** – Annual leave must be taken at times that are mutually agreeable to both employee and employer, within twelve months of it falling due
- **Risk Management** – Employees are responsible for taking all reasonable steps to ensure they are aware of the inherent risks associated with their work and for taking appropriate action to minimise or eliminate such risks
- **Sick Leave** – A medical certificate may be required for any absence and must be provided for sick leave exceeding three working days or absence on the working day before or after a rostered day off (if applicable), annual leave, LSL or public holiday
- **Smoking** – Smoking is prohibited within all Library buildings and vehicles
- **Working with Children Check** – mandatory (Child Safe Standards 2017)
- **COVID Vaccination** – mandatory

Inherent Physical Requirements

It is important that an employee understands the physical requirements involved in carrying out the duties of the positions.

Requirements	Frequency		
Passive	Possible	Occasionally	Regularly

Ability to stand for extended periods for the purpose of using a computer			✓
Ability to sit for extended periods for the purpose of using a computer, travelling to various locations and attending a range of meetings		✓	
Ability to read computer screens and fine print on documents for the purposes of researching various policy options			✓
Ability to communicate clearly both verbally and written			✓
Manual Handling			
Repetitive arm movements and manual dexterity for undertaking computer work and handling documents and files			✓
Issue and return of library materials using scanners and docket printers			✓
Lifting of stock and library materials onto and off shelving			✓
Pushing book trolleys			✓
Lifting and moving of boxes and files on a regular basis			✓
Agility			
Bending and stretching, including knee bending			✓

Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.

All staff are reminded that they should follow Health and Safety regulations and the Casey Cardinia Libraries Health and Safety Manual Handling Policy when performing their duties.

Staff Member:

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Signature:

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Date:

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Authorised: Janine Galvin (General Manager, Organisational Development)

Date: May 2023