

## Position Description

Position Title	Library Coordinator
Job role	Leadership / Stakeholder engagement / Oversee library services and programs
Award classification	Band 6
Status	Permanent, Full-Time
Hours of work	70 hours per fortnight, Specific Engagement
Branch, Department and Division	Library Services Operations; Community Experience
Location	As per contract
Reports to	Manager, Library Services Operations
Salary range	\$88,463 - \$95,810
Approved by	Director, Community Experience
Date	April 2024
Contact Officer	Manager, Library Services Operations

### About the role

The library coordinator plays a vital role in leading, developing and coaching individuals and teams to provide outstanding library services and programs, enhancing customer satisfaction. This position oversees the delivery of on-site library and information services, ensuring vibrant, safe, inclusive, and diverse environments for users. The responsibilities connected to this position include cultivating relationships with pertinent community stakeholders to boost engagement and utilisation of library spaces by recognising the importance of catering to the recreational, cultural, informational, and educational needs of community members. As a part of the library's leadership team, the library coordinator is integral to GRLC's future planning initiatives, especially regarding the specific requirements of the local community.

Under general direction, the main duties of the role are to:

- Lead the day-to-day operations and administration, including working rostered desk shifts, ensuring optimal standards of customer experience
- Oversee the maintenance and development of the library facility, collection, furniture, and layout to facilitate social connection and the 'community lounge room'
- Lead, engage, coach, and support the development of team members to facilitate an accountable culture
- Facilitate the development of a safe and inclusive culture for staff and the community, which is reflected in library spaces, services, and programs
- Identify and liaise with key local stakeholders to activate spaces with creative and engaging events and programs
- Undertake targeted community outreach with key priority groups to promote library services
- Develop and nurture targeted partnerships with local community stakeholders to achieve identified strategic goals
- Regularly scan to identify community needs, gaps, and opportunities to ensure a proactive and collaborative approach
- Ensure that all information is handled and managed in accordance with GRLC's Privacy Policy
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve goals.

- Apply the principles of GRLC Values, Code of Conduct, Child Safety and Wellbeing, workplace diversity principles, work health and safety and collaboration within a work and team environment.

## Experience & Qualification Requirements

- Degree or graduate diploma in a relevant discipline.
- Demonstrated understanding of public library services.
- Experience leading and managing teams.
- Demonstrated experience in development, management, implementation and evaluation of community programming and facilitation.
- Sound general knowledge and interest in reader development, literacy and digital literacy development.
- Demonstrated experience relationship building with external stakeholders and community groups.
- Effective presentation skills and experience in developing and delivering training sessions.
- High level communication and interpersonal skills including the capacity to relate to people of all backgrounds and ages.
- A current Victorian Driver's Licence

## Who we are

The Geelong Regional Library Corporation's (GRLC) purpose is to provide a thriving public library service that boosts our communities' health, prosperity, connectedness and belonging. This is particularly pertinent as we contribute to the recovery of our region during and post pandemic.

We are a consistently recognised leader in Victoria's public library sector and provide services across the five local government areas that are part of the G21 region. This includes 20 libraries and 3 mobile library services. We create safe and welcoming spaces for everyone and host a rich calendar of learning and cultural programs and events with live audiences and via online platforms.

We continue to embed an organisational culture that is curious, caring, skilled and confident to experiment during these transformative times. We are focussed on establishing strategic transformative frameworks and systems that will ensure we are known as a sustainable, well governed, and future focussed organisation.

We aspire to be regional leaders in technology and innovation so that, as the custodians and distributors of accumulated knowledge and resources, we can ensure universal access for everyone in our growing region, whether online, in our libraries, or through outreach and innovative partnerships.

## Are you eligible?

To be eligible for the role you must be an Australian citizen, permanent resident or have appropriate work rights in Australia.

The successful candidate will be required to provide the following:

- a Police check (no older than 6 months)
- a current Employee Victorian Working with Children Check prior to commencing your employment with GRLC

## How to apply

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- a current resume
- a statement/cover letter (500 words maximum), describing how your skills, knowledge, and experience/ qualifications would enable you to perform the duties of the role taking into account the “[Performance Expectations](#)” at the relevant classification and the [GRLC Vision](#) and Values .

*Geelong Regional Library Corporation is proud to be a workplace that champions diversity. Our commitment is for our people to be safe, included and supported so that they can be at their best. As an equal opportunity employer, we encourage applications from First Nations peoples and people with diverse gender identities and expression, ethnicity, cultural background, sexual orientation, ability and age. We look for the right values, skills and knowledge to build our capabilities so that we can best deliver for and represent our community.*

Staff name:

Signature:

Date: