

## POSITION DESCRIPTION

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POSTION	CHIEF OPERATING OFFICER (COO)
SECTION/WORK UNIT	Executive Leadership Team
LOCATION	Geelong Library & Heritage Centre
AWARD CLASSIFICATION	Senior Officer
CONDITIONS OF EMPLOYMENT	Executive contract up to five years
REPORTS TO	Chief Executive Officer
OCCUPANT	Vacant
APPROVED BY	Chief Executive Officer
DATE	February 2022

### 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 19 libraries and 3 mobile library services, with five new libraries planned to open by 2025.

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.

## ROLE OVERVIEW

This role exists to realise our aspirations 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

The focus of the role is to provide organisation leadership and enable strategic transformation by developing and implementing the integrated frameworks and systems that will run our growing organisation.

This Division ensures that we are set up for success; we are resourced to do our job well, deliver innovative library services and meet our Library Plan objectives, all within fiscal constraints.

The COO will lead the following functions through the lens of continuous improvement:

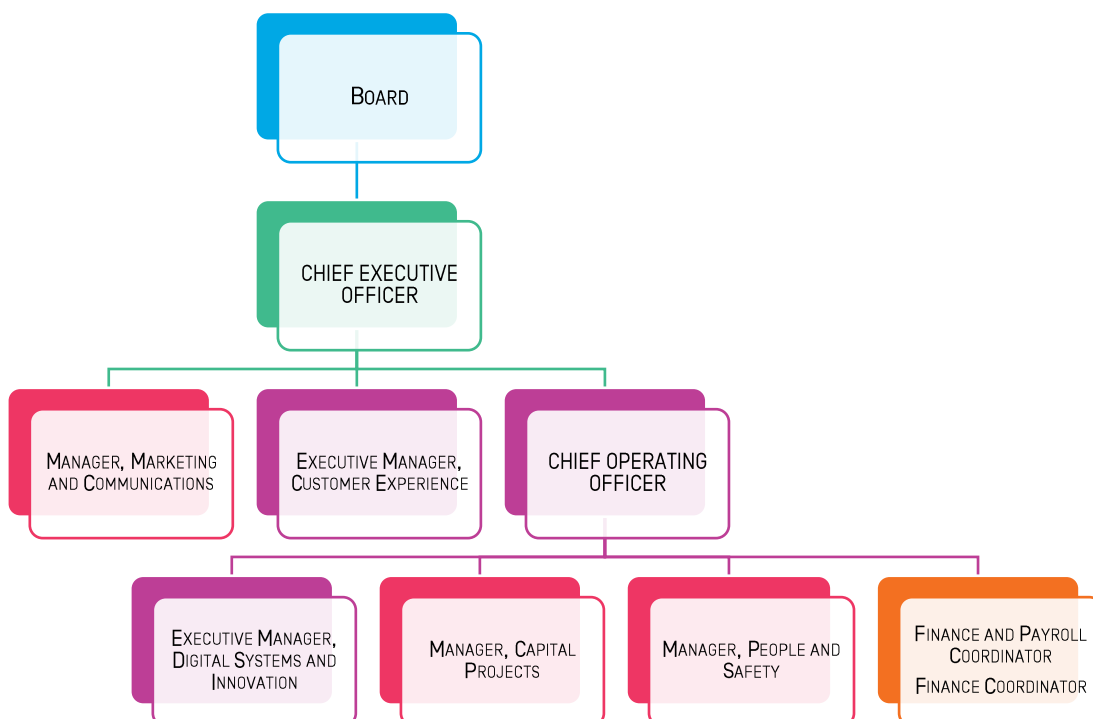
- digital solutions
- finance and business management
- governance and strategic risk management
- people and safety
- capital projects
- internal audit
- library content and access
- heritage collection and services.

They enable high performance and are critical to our ability to be our best now and into the future.

As a member of the Executive Leadership Team, the COO contributes to a high performing team that models authentic, engaging, and professional leadership with our people and key stakeholders. They are committed to continuous improvement and demonstrate a deep alignment with our purpose and vision that focusses on access and inclusion for everyone, particularly our vulnerable communities and regional pandemic recovery and leadership.

The COO thrives when driving organisational transformation and collaborating to build strong workplace culture that celebrates and supports our curious, caring, and skilled people.

## ORGANISATIONAL STRUCTURE



## KEY RESULTS AREA - DIVISIONAL

### Finance and business management

Implementation of strategies that position GRLC for growth and transformation to deliver *Connecting and Thriving Library Plan 2021–25*.

Delivery of collaborative financial planning processes, including development of strategic scenarios to inform scoping, selection and development of an alternative beneficial enterprise model.

Implementation of robust financial and other systems to increase organisational efficiency, accountability and transparency.

### Governance and strategic risk management

Implementation of an appropriate internal control framework supported by relevant financial and risk management policies including organisational compliance with procurement and delegation policies.

Compliance with all statutory and corporate governance requirements, including Library Agreements, policies and procedures.

### Digital transformation and innovation delivery

Development and delivery of strategic priorities and organisation wide planning that will drive the prioritisation and provision of relevant customer centric projects, services and activities.

Development and delivery of digital solutions that help GRLC achieve strategic and operational goals through the provision of a seamless and high performing ICT service.

Collections and Heritage Services are a part of Digital Transformation and Innovation department.

### People and safety

Lead the implementation of strategic frameworks and approaches that ensure a resilient workplace culture that will enable a curious, caring and skilled team across our libraries.

Ensure robust health and wellbeing systems and processes to build a safety-first culture.

### Leadership and culture

Provision of leadership, direction and management oversight to enable a high performing and successful Division that demonstrates a safe, strong and enjoyable workplace culture.

### Capital projects

Oversee the delivery of capital projects as a key partner with our member Councils, including new libraries and redevelopments.

## KEY RESULTS AREA – ORGANISATIONAL

Driving high performing partnership approaches with our member Councils including service agreements.

High quality reports and presentations that build GRLC reputation as well governed and as a regional leader.

Consistent and accurate interpretation and application of legislative and regulatory frameworks, policies, and practices.

Current and shared professional awareness and skills through professional and other relevant literature, public library industry projects and participation in professional networks.

Contribution to the development of a high performing Executive Leadership Team that collaborates on organisation wide issues and initiatives.

Demonstrated modelling of collaborative ways of working and contribution to the development of a strong workplace culture, during a time of transformation, as part of the Executive Leadership Team.

Championing the provision of a safe, supportive, and diverse workplace in line with legislative and regulatory frameworks, and best practice.

## KEY SELECTION CRITERIA

An outstanding leader and executive team player with a track record of being part of and building high performing teams that are aligned, engaged and collaborative.

Proven experience effectively leading change and transformation programs within a highly political and complex environment.

Significant knowledge of and proven ability to lead the design and delivery of digital solutions

Significant financial and business acumen with a proven ability to maximise the organisational and community benefit derived from contained financial and other resources.

Highly developed analytical and lateral thinking skills and the ability to take the initiative, drive change and implement innovations.

Excellent interpersonal negotiation and persuasion skills, with the ability to use discretion and judgement in a complex business and political environment.

Demonstrated experience planning, managing, and monitoring budgets and financial plans to ensure effective use and deployment of GRLC resources including staff, financial and other assets.

Relevant tertiary qualifications in a related field and additional studies in business and / or management.

A thorough understanding of sound administrative, budgetary, contractual, and financial procedures.

Proven ability to lead a high-performance team to deliver organisational objectives and innovative service and business improvements.

Demonstrated ability to lead organisational continuous improvement and adherence to legislative and regulatory requirements.

## OTHER RELEVANT INFORMATION

The COO position is classified as a Senior Officer.

It is an expectation that all GRLC employees will perform their job professionally, respectfully, and pleasantly, in accordance with the principles and practices of workplace diversity, workplace participation and in support of a safe working environment.

GRLC is a child safe and child friendly organisation committed to ensuring that all children who visit our libraries have the right to feel and be safe. Appointments to positions are subject to successful applicants providing positive Working with Children and Police checks.

GRLC values equal opportunity and strives to create an inclusive and welcoming work environment that represents the diverse community we service. Applications from Aboriginal and Torres Strait Islander people are encouraged.

We encourage expressions of interest and applications from people with a lived experience of disability, or long-term illness or injury and people of all abilities, cultures, ages, sex and gender.

A six-month probation period applies.

## APPLICATION PROCESS

Submit your application, including a covering letter and resume to Subha Simpson:  
subha.simpson@grlc.vic.gov.au

### Have you got questions?

Please contact Subha Simpson, Manager People and Safety: 0417 734 536

**CLOSING DATE FOR APPLICATIONS: SUNDAY 6 MARCH 2022**