

CANDIDATE BRIEF

CHIEF OPERATING
OFFICER
[COO]



GEELONG
REGIONAL
LIBRARIES



*Live your why at
Geelong Regional Libraries*

**THE GEELONG REGIONAL LIBRARY
CORPORATION ACKNOWLEDGES**

Wadawurrung Peoples and Eastern Maar Peoples as Traditional Owners of the distinct lands on which our library services operate.

We pay respect to Wadawurrung and Eastern Maar Elders past, present and emerging.

We acknowledge and celebrate First Nations Peoples of this land as the custodians of learning, literacy, knowledge and story

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THE OPPORTUNITY

This role exists to realise our aspiration 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 enables high performance and is 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 a strong workplace culture that celebrates and supports our curious, caring and skilled people.

Lead a high-performing team through a period of transformation and embed rigorous and resilient systems to set us up for future success.



ABOUT GEELONG REGIONAL LIBRARIES



CONNECTING AND THRIVING

Connecting and Thriving, our Library Plan 2021-15 sets out our Purpose and Vision, and provides a roadmap for our work over the four-year strategy period.

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 the 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](#). Our network comprises 19 libraries and 3 mobile library services.

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, whether online, in our libraries, or through outreach and innovative partnerships.

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 frameworks and systems that will ensure we are known as a sustainable, well-governed and future-focussed organisation.

Our Library Plan sets a roadmap for our work during 2021-2025 under the following four key pillars:

COMMUNITY

Geelong Regional Libraries is an innovative partner. We are addressing local needs with local solutions. You see us out and about in the region, focusing on vulnerable and hard to reach communities.

OUR PEOPLE

Our team is curious, caring and skilled. We exhibit a spirit of experimentation that matches transformative times.

PLACES & SPACES

Our spaces are adaptable and democratic; uplifting and sustainable.

REGIONAL LEADERSHIP

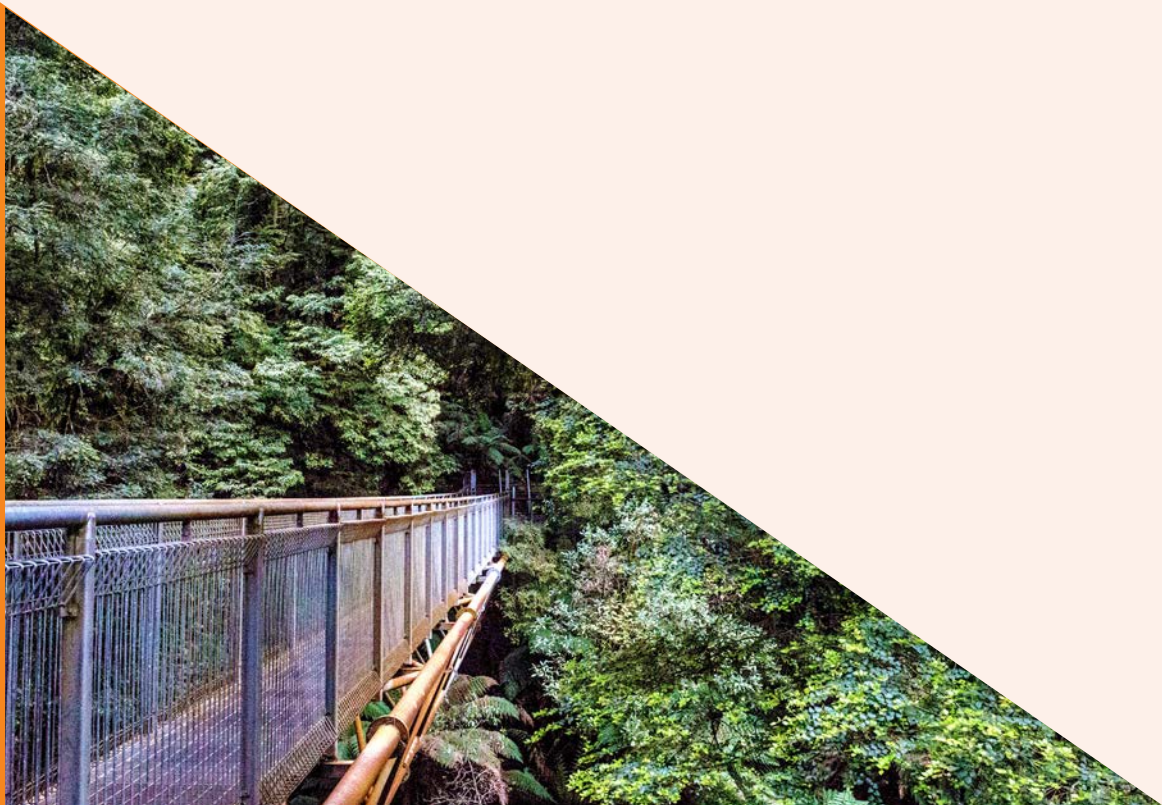
Geelong Regional Libraries is known for leading regional recovery. We use our core strength for community good.

LIVE YOUR WHY THROUGH YOUR WORK





- A truly community-focussed organisation, Geelong Regional Libraries' people live their values through their work – we know that we are making a positive impact on the lives of people in our communities.
- Join a team of dedicated and skilled professionals and make your mark on the organisation during a period of exciting transformative change.
- Work for an organisation that values innovation, creativity and collaboration; you will be valued for the contribution you make and supported to be the best version of yourself.
- Love where you work! Situated in the dynamic cultural precinct of Geelong, the headquarters of Geelong Regional Libraries is perfectly located to allow you to explore the best that Victoria's 'second city' has to offer. Make the most of the regional location with our flexible work options.
- Enjoy the opportunity to work with libraries in a network across a huge geographic area, from coastal hamlets to farmland, National Parks to regional hubs.
- With a vibrant cultural and food scene, excellent education options, and stunning coastlines, our region offers a wonderful lifestyle opportunity.
- We provide library services in the [G21 region](#) and as collaborative regional leaders we contribute to the delivery of [key local priorities](#).



KEY RESULTS AREAS (DIVISIONAL)

The Chief Operating Officer will motivate a high performing team to deliver the following strategic priorities:



DIGITAL SOLUTIONS



FINANCE & BUSINESS
MANAGEMENT



GOVERNANCE &
STRATEGIC RISK
MANAGEMENT



PEOPLE & SAFETY



CAPITAL PROJECTS



LEADERSHIP & CULTURE



DIGITAL SOLUTIONS

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. This includes our Collections & Heritage services.

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.

PEOPLE AND SAFETY

Lead the implementation of strategic frameworks and approaches that ensure a resilient work place 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.

CAPITAL PROJECTS

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

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.



KEY RESULT AREAS (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 organisational-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.



ABOUT YOU

We're looking for an energetic and experienced leader, who has the ability to positively influence and lead change.

Our ideal candidate is 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. You will be able to meet the following Key Selection Criteria:

- 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.





NEXT STEPS

Please refer to the [full Position Description](#) on our website.

Submit your application, including a covering letter and resume by email to:

Subha Simpson: subha.simpson@grlc.vic.gov.au

Have you got questions?

Please contact Subha Simpson, Manager People and Safety: [0417 734 536](tel:0417734536)

CLOSING DATE FOR APPLICATIONS: SUNDAY 6 MARCH 2022



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