



Position Vacant Library Team Leader

Sitting in stunning Southwest Queensland, a stone's throw from the NSW border and a short sidestep (or two) to the South Australia border, the Paroo Shire comprises of four towns, Cunnamulla, Eulo, Wyandra and Yowah. The shire hosts vast cultural diversity within its vibrant rural communities with a population of approximately 1500 residents.

The library Team Leader is a Leadership role, responsible for providing and managing Library Services to the Paroo Shire community. The position is required to provide a proactive, informative and responsive service consistent with council's objectives, vision and core values.

If you are passionate about libraries and their role in the community; and have the leadership skills to create an inspiring, customer-focused library environment...we have an exciting opportunity for an enthusiastic and dynamic Library Team Leader to join our team and help us continue providing a hub for education, information, and cultural enrichment.

A Paroo Shire Council career goes beyond business as usual. Our thriving and engaged culture-first workplace is built on the passion and talent of people who proudly deliver vital services and exciting projects to a community they care about.

As the Library Team Leader, you will work closely with both the Cunnamulla and the Yowah Libraries support teams to deliver exceptional library services to the local community, making our libraries community hubs for education, information, and cultural enrichment.

You will coordinate and manage the daily operations of our libraries working within vibrant and close-knit communities and contribute to the overall strategic planning and delivery of library services, including exciting customer-focussed programs and events that reflect the needs of the diverse range of people across the Paroo Shire.

A position description is below. **Applications will be accepted until the position is filled.** To apply please email your resume, cover letter and [application form](#) to hr@paroo.qld.gov.au For further information please contact our Human Resources manager on 07 4655 8400.



POSITION DESCRIPTION

LIBRARY TEAM LEADER

Position Number:	608	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	Currently 4	Employment Type:	Permanent Full Time
Department / Team:	Community Support and Engagement / Library		
Reports to:	Director Community Support and Engagement	Up to	3 direct Supervises: reports

Position Objectives

The Library Team Leader is responsible for leading the delivery of an active and responsive library service and engaging with the community to provide services and events that reflect the needs of the diverse range of people in the Paroo Shire.

Key Responsibilities

- Co-ordinate the day-to-day operations of the Cunnamulla Library and support the operations of the Yowah Library.
- Provide leadership and direction to the Library Team across all locations and ensure they have adequate resources to perform their work.
- Monitor the performance and development of library staff at Cunnamulla, Wyandra and Yowah.
- Provide mentoring and training to Library Assistants.
- Ensure the library service is compliant with all regulatory and funding requirements.
- Drive community engagement with local library services.
- Research engagement and funding opportunities to deliver programs and events to meet the expectations of the community.
- Consult with a diverse range of community voices to gather information about community needs and expectations.
- Develop and deliver services and programs that are reflective of the needs of the local community.
- Deliver a regular program of events aimed at early childhood literacy.
- Ensure library services, programs and events comply with WHS obligations and are delivered in a safe and healthy manner.
- Create a safe space for participants to be able to engage freely.
- Provide a high level of customer service to members and visitors to the library.
- Maintain library records and circulation of library material.
- Manage requests, loans and returns through State Library Queensland (SLQ) - Public Library Services (PLS).
- Manage and monitor the budget for the library.
- Carry out administrative duties including providing monthly Council Reports and SLQ/PLS reporting.
- Model safe and healthy workplace behaviour, fostering a safe and healthy workplace environment to ensure the team and participants have adequate knowledge and resources.
- Handle customer complaints in a respectful manner, following established Council procedures.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.

Qualifications, Skills and Experience

Essential

- *Certificate III in Library Services (or similar) and a minimum of 2-3 years' experience managing a library / information / customer service area.*
- *'C' Class Queensland Drivers Licence or higher.*
- *Hold or obtain a Working with Children 'Blue Card'.*
- *Pre-Employment Health Assessment and National Police Check prior to appointment.*
- *Demonstrated high level communications skills, time management and attention to detail, with the ability to adapt to conflicting and changing priorities.*
- *Demonstrated ability to build and manage internal and external relationships and provide a high level of customer service.*
- *Demonstrated experience in Microsoft Office Suite and the ability to utilise electronic management systems.*
- *Experience leading a small team.*
- *Experience in the delivery of safe events that comply with WHS and other health obligations.*

Desirable

- *Qualifications/Certifications in Library, Information Services and/or Customer Service*
- *Demonstrated experience in budget management.*

Corporate Accountabilities

- *Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.*
- *Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.*
- *Maintain a positive team culture based on honesty, trust and integrity.*
- *Perform jobs, tasks and processes in accordance with relevant guidelines and standards.*
- *Maintain confidentiality of Council information obtained during the course of employment.*
- *Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.*
- *Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.*
- *Provide consistent and timely customer services to our colleagues and communities.*

Work Health and Safety

- *Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.*
- *Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.*

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name:

Employee Signature:

Date:
