

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Manager Collections</b>
<b>CLASSIFICATION:</b>	<b>Band 6</b>
<b>TENURE:</b>	<b>Temporary Part-time (14 July 2025 to 9 October 2026)</b>
<b>HOURS PER FORTNIGHT:</b>	<b>56.0 hours per fortnight   0.8 FTE</b>
<b>POSITION REPORTS TO:</b>	<b>Chief Executive Officer</b>
<b>LOCATION:</b>	<b>Bendigo however the position may work from any GLC Branch as negotiated</b>

The North Central Goldfields Regional Library Corporation (trading as Goldfields Library Corporation) is a regional library service serving the City of Greater Bendigo, Loddon Shire, Macedon Ranges Shire, and Mount Alexander Shire.

Established in January 1996, the Corporation delivers services to communities along the Calder Highway from Boort to Gisborne, covering an area of 12,979km<sup>2</sup>. With around 90 staff, we provide physical and online services for a community of 198,000 people. Our service is coordinated from an administration hub located in the Bendigo Library.

The Library Plan 2021 - 2025 describes our priorities and values which are aligned to those of our member councils and the regional partnership.

### Our Mission

You belong as you are  
We start where you are  
A learning journey with you  
Let's make it fun

### Our Priorities:

**Children and Young People** - supporting childhood and adolescent development.

**Lifelong Learning** - encouraging learning at any age or stage.

**Safety and Inclusion** - a welcoming and accessible service.

**A Sustainable Future** - playing our part in action against climate change.

**An Informed Community** - an engaged, creative, informed community.

**Connecting People** - providing opportunity for connection both digital and physical.

**Respecting First Nations Peoples and Cultures** - celebrating our nation's first cultures.

**A Learning Organisation** - learning and growing with our community.

### Our Values:

**Inclusion and safety** - we engage our communities in open, meaningful dialogue that will inform library practice and create an environment that is inclusive and safe.

**Curiosity and inquiry** - we explore new ideas with our communities, consider fresh perspectives and seek to innovate.

**Collaboration and cooperation** - we respect each other, share ideas and look for partnership opportunities that add value to our communities.

## **POSITION SUMMARY**

This position is part of the Managers and Coordinators Team and will work with the Collections Co Manager and Chief Executive Officer to plan, develop and implement collections strategies and policies that will deliver an innovative and user focused library service that builds capacity in our communities. The position will establish, maintain and manage all aspects of the physical and digital library collections held by Goldfields Libraries and will lead in the associated selection, acquisition, description, metadata management, logistics, licensing and statistical analysis.

The primary responsibility of the role is to plan, co-ordinate and maintain the collection to ensure that its content meets the needs of library patrons across our region. Managing the collections budget, expenditure and reporting forms a significant part of this role.

## **POSITION OBJECTIVES AND RESPONSIBILITIES**

Role-model leadership, communication and management:

- Demonstrate application of Goldfields Library Corporation's values and behaviours in all aspects of work.
- Ensure on-going operational and strategic communication across Goldfields Library Corporation.
- Contribute to the effectiveness of the Goldfields Library Corporation team through collaboration, cooperation, consultation and the prioritisation of collective objectives.
- Lead the Goldfields Library Corporation team towards the completion of both team and individual goals.
- Network and liaise with professionals in other organisations to discuss specialist matters and gain cooperation and assistance from key areas within the organisation to resolve problems.
- Lead staff in the planning, development, delivery and evaluation of high-quality services in response to demographic profiles and community needs and aspirations.

Provide strategic analysis and advice on library service delivery including long term planning:

- Support implementation of the Library Plan and ensure services are consistent with the strategic direction of the organisation.
- Investigate and maintain awareness of best practice and bring this knowledge to strategic discussions.
- Develop and implement the Collections Functional Area Plan for Goldfields Library Corporation.
- Establish and review practices, systems and policies supporting service delivery.
- Develop budgets and monitor expenditure.
- Actively participate in management and general staff meetings and undertake professional development activities.
- Manage projects and change aimed at improving the effectiveness of service delivery.

Engage with internal and external stakeholders in the development and management of the collection:

- Work with Library Managers to build understanding of the breadth and depth of the collection for staff to enable delivery of quality Reader Advisory services.
- Engage staff in management of the collection to ensure items are discoverable and available as needed and that catalogues are accurate and up to date.
- Initiate strategic community involvement in shaping the collection as a means of prioritising requests.
- Support the Senior Librarian (Collections) in visiting and connecting with library and Agency staff and community members.
- Lead project teams, initiate and attend specialist meetings, develop training for staff and users.
- Nurture partnerships with other organisations to build the depth of our collection and understanding of what we have available.

The Goldfields Library Corporation's collection consist of print, digital and special collections. The primary responsibility of the role is to plan, co-ordinate and maintain the collection to ensure that its content meets the needs of our diverse communities by:

- Developing and reviewing collection strategy, policy and procedure.
- Monitoring and evaluating performance of the collection to maximise community access.
- Implementing projects to review the role and content of special collections and develop systems to responsibly dispose of deleted materials.

- Liaising with Information Technology, Communications and Design staff to ensure the collection is intuitive and easy to use.
- Overseeing the operation of inter-library loans processes currently delivered from Kangaroo Flat Library.
- Supporting the Senior Librarian (Collections) to review and implement technical service workflows.
- Ensuring cataloguing of materials not supplied as shelf ready is undertaken in accordance with Goldfields Library Corporation's standards.
- Maintaining knowledge of, and interest in, current developments in public library trends, information technology and provision of virtual library services, including print and electronic publishing.

Manage procurement for the collection in accordance with Goldfields Libraries policy and annual budget allocations by:

- Advising on annual budget requirements for collection management and development.
- Monitoring and reporting on expenditure against budget.
- Reviewing buying profiles annually in consultation with key stakeholders.
- Working with administrative staff to implement streamlined procurement processes.
- Compiling statistics relating to purchases, expenditures and resource budget activity.
- Managing contracts with service providers and vendors.

Maintain and develop skills and abilities in digital technology by:

- Using software to manage collections and undertake tasks, reporting and analysis, including the library management system (Spydus), collection management tools (such as Collection HQ) and the Microsoft Office suite (particularly Excel).
- Enabling access to the eLibrary by ensuring the visibility of content both on the library website and in the library management system (Spydus).
- Maintaining technical relationships between third party vendors and the Goldfields Library information technology team to maintain required infrastructure for e-collections, collection tools and the library management system.

## REPORTING LINE

<b>Direct Reports:</b>	Senior Librarian (Collections)
<b>Collaborative Relationships</b>	Leadership Team, Regional Services Team and Library Managers
<b>External Relationships:</b>	Vendors, Suppliers, Contractors, Public Library Industry, Member Council Staff, Other Public Libraries and Institutions

## PHYSICAL REQUIREMENTS OF THE ROLE

The physical requirements of the position are outlined below:

	<b>Never (0%)</b>	<b>Occasionally (1% - 33%)</b>	<b>Often (34% - 66%)</b>	<b>Constantly (67% - 100%)</b>
<b>Physical Demands (Movement)</b>				
Stand		✓		
Walk		✓		
Change Posture (eg change from sitting to standing)		✓		
Use Stairs		✓		
Bend or Twist the Back			✓	
Movement of Neck			✓	
Climb (eg ladders)		✓		
Crawling		✓		
Kneeling or Squatting		✓		
Handling or Feeling Objects			✓	
Repetitive Movements of the Hands/Arms		✓		
<b>Physical Demands (Strength)</b>				
Lift from Floor Height: usually 7kg but up to 11kg		✓		

	<b>Never (0%)</b>	<b>Occasionally (1% - 33%)</b>	<b>Often (34% - 66%)</b>	<b>Constantly (67% - 100%)</b>
Lift from Waist Height: usually 7kg but up to 11kg		✓		
Lift above Shoulder Height: usually 1kg but up to 5kg		✓		
Carry Loads: usually 7kg but up to 11kg		✓		
Push/Pull Loads: usually 21kg but up to 33kg		✓		
Lift/Carry Awkward Sized Loads		✓		
Reach for Objects		✓		
Work with Arms above Shoulder Height		✓		
<b>Physical Demands (Vision)</b>				
Computer/Visual Display Unit Use (including typing duties)				✓
Reading				✓
<b>Physical Demands (Auditory)</b>				
Speak				✓
Listen				✓
Use of Telephone			✓	
<b>Equipment Use</b>				
Drive Standard Vehicle (Car/Van)		✓		
Use of Office Equipment (Computer, Projector, Telephone)				✓

## HEALTH AND SAFETY

Goldfields Libraries is committed to providing a safe and healthy environment for its employees, contractors, clients and users. We are dedicated to continually improving health and safety performance with an overall objective of eliminating or reducing risk. All staff members are expected to work within Health and Safety policies and procedures, report incidents and hazards and participate in professional development and training.

## RISK MANAGEMENT

GLC has a whole-of-organisation approach to risk planning and management. All staff must adhere to GLC's Risk Management Policy and Framework and take responsibility for identifying, managing and reducing risks. All staff must report identified hazards that may pose a risk to staff members or library users, and/or may give rise to an insurance claim.

## EQUAL OPPORTUNITY

Goldfields Libraries values the diversity of our communities, patrons, staff and volunteers. We actively seek to provide services that are accessible and inclusive. Goldfields Libraries does not tolerate any form of discrimination, sexual harassment or victimisation. Goldfields Libraries commitment to Equal Opportunity is outlined in our Code of Conduct.

## CHILD SAFE ORGANISATION

Goldfields Libraries is a child safe organisation and is committed to the eleven Child Safe Standards aligned with the National Principles for Child Safe Organisations. The safety, participation and empowerment of all children is embedded in our policies and work practices.

All staff of GLC have a responsibility to support GLC's commitment and obligation in creating a child safe environment.

Screening checks contribute to creating a safe environment and therefore all GLC staff are required to hold a current employee Working with Children Check.

## AWARD CLASSIFICATION

This Position Description has been classified in accordance with the GLC Enterprise Agreement.

## Accountability and Extent of Authority

- Develops relationships with external clients and partners to assist in the delivery of excellent service to our communities. Significant decisions or actions undertaken with such clients are usually subject to review by more senior managers.
- Significant input into the development of policies.
- Management of resources, including staff and budgets relevant to the position.

#### **Judgement and Decision Making**

- Requires specialist knowledge and skills which in turn will involve continuous improvement of methods and techniques related to the duties and responsibilities of the position.
- Expected to problem solve complex situations using their specialist knowledge and skills and to seek guidance from more senior managers where required.

#### **Specialist Knowledge and Skills**

- Familiarity with budgeting techniques and manages their own budget with some guidance from senior management.
- Has a thorough understanding of the goals and objectives of the Corporation and is expected to apply those to their areas of responsibility and their own individual work plan objectives.

#### **Management Skills**

- Skills in managing time, setting priorities, planning and organising own work and that of staff under their management.
- Expected to achieve their work goals within set timeframes and with the resources available. When managing other staff, the position is expected to have a thorough understanding of Human Resources, Health and Safety, training and development policies applicable to the positions under their management.

#### **Interpersonal Skills**

- Able to gain cooperation and assistance from stakeholders, members of the public and colleagues in the administration of defined activities and in the supervision of staff.
- Able to liaise with their counterparts in other organisations to discuss specialist matters and with colleagues in other areas of the organisation and to resolve intra-organisational problems.

#### **Qualifications and Experience**

- A tertiary qualification in librarianship/information and knowledge management or equivalent with extensive experience in managing public library collections.
- A current Driver Licence is desirable.

#### **KEY SELECTION CRITERIA**

##### **Essential**

1. Ability to recognise the need for and then provide support to colleagues to achieve organisational and team goals.
2. Demonstrated experience in the provision of leadership in a highly flexible service team environment.
3. Ability to articulate and demonstrate how collections contribute to the strategic direction of Goldfields Library Corporation.
4. Ability to influence and gain assistance and cooperation from staff, library users and external organisations.
5. Experience in the development and management of physical and online collections in a public library including experience in the development of collection policies and procedures.
6. Ability to develop and manage budgets and expenditure and associated reporting.
7. Ability to use a range of information technology and software packages related to collections, purchasing and budgets.

I have read the Position Description, and I understand the physical and psychological requirements of the role.

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Date

I have read the Position Description and understand  
the physical and psychological requirements of the role:

This position has been approved by:

**Name of Incumbent:**

**Name of Approver:**

**Signature:**

**Signature:**

**Date:**

**Date:**

