POSITION DESCRIPTION

Team Leader Library Services

Department	Economy & Community
Reports To	Group Manager Economy & Community
Date Reviewed	November 2026
Position/Level	MSOA Level 4 - Full-time
Direct Reports	3 Library Officer(s), Casual pool staff and Volunteers

Council Vision

Our Vision 2030: The Fleurieu Coast is a place of belonging and unfolding possibility. Where old blends with new and inspiring things happen.

Our Vision inspires progress towards the future aspiration for our district. Our 6 strategic pillars are essential for translating Our Vision into reality.

OUR COMMUNITY
OUR ENVIRONMENT
OUR HERITAGE & CULTURE
OUR ECONOMY
OUR INFRASTRUCTURE
OUR LEADERSHIP

Position Purpose

This position is responsible for:

- managing the day-to-day operations of Library Services to ensure the provision of an efficient, effective, accessible and overall contemporary Library Services.
- encouraging innovation and an inclusive progressive approach within DCY's library services.
- continued assessment to ensure that relevant programs and services that are delivered encompasses current community needs and also forecast future needs of communities in line with Council's goals and objectives.
- participating in collaborative (regional and state-wide) partnerships which enable Council to maximise its capacity to deliver sustainable library and lifelong learning services and contemporary programs.

Key Accountabilities and Responsibilities	
Management	• Develop and lead the implementation of an effective and efficient Library Services Strategy, consistent with the vision and intended outcomes articulated in the Council's Strategic Plan. • Provide professional advice and analysis as required regarding Library Services. • Plan and deliver library programs and services. • Assist in the development and review of the Library Services budget. • Regular reporting relating to Library Services budget and operations. • Actively participate in the South Australian Public Library Network. (SAPLN) and keep up-to-date with contemporary service provision. • Ensure the ongoing development and maintenance of the Library's collections. • Liaise and network with other libraries, information agencies, service providers and community organisations to maximise availability of resources and information. • Manage the operational rosters and all staff and volunteer related matters. • Oversee day to day Building operations including tasks associated with the Cultural Centre operations. • Undertake any other duties associated with the position as required.
Leadership	• Ensure staff management practices meet all employment related requirements and enable operational and customer service effectiveness. • Provide strong leadership, encouragement and support to staff and volunteers is in accordance with organisational policies and practices. • Provide leadership in all change management processes affecting the Library Services. • Implement staff development and performance management systems as determined by the organisation. • Analyse service delivery gaps and community needs identifying opportunities to service those gaps/needs as appropriate. • Proactively manage, lead and develop staff, provide feedback and conduct timely performance conversations. • Foster a team environment that encourages high morale, initiative and enthusiasm. • Maintain and develop productive and mutually beneficial relationships with internal and external customers.
Policy Development and Service Planning	• Investigate and keep abreast of current trends of relevance to the Library sector. • Participate in and contribute to the development of relevant policies, procedures, guidelines etc. • Provide strategic and operational advice on policy issues which will impact library services in line with Council Strategic plan and objectives. • Collate information and relevant data for analysis and reporting. • Regular reporting obligations for SAPLN to be completed accurately and in a timely manner.

Process and System Improvements	• Promote a culture of innovation and progressive thinking regarding service range and delivery. • Foster an emphasis on continuous improvement in work performance and a clearly defined and implemented plan for improving staff competencies. • Attendance at conferences, seminars, workshops and other training activities within budget to maintain an awareness of trends and best practices relating to the position.
Workplace Health Safety and Return to Work Responsibilities	• Promotes and role models safety standards for the organisation and exercises due diligence to ensure the organisation complies with legislative requirements • Creates a safe working environment within their team, themselves and ensures direct reports have the necessary knowledge, skills and experience to meet their safety responsibilities • Identifies safety concerns or incidents and reports as required, including taking accountability for timely closure of any corrective actions • Leads by example to promote the organisations aim to achieve maximum level of recovery and facilitate an early return to work for an injured worker • Leaders have a critical role in ensuring a safe and supportive environment for employees, including implementing return-to-work plans, promoting well-being, and upholding ethical standards
Leadership and Culture	• Maintain effective relationships with, Council, neighbouring Councils, community groups and service providers to build corporate opportunities for collaboration. • Implement continuous improvement processes of operational guidelines, procedures and practices to ensure compliance with the Councils' Strategic Plans and other relevant legislation, guidelines and standards.
Learning and Development	• Actively participate in the Performance Development Conversation (PDC) process. • Attendance at conferences, seminars, workshops and other training activities to maintain an awareness of trends and issues primarily relating to the position. • Demonstrate and live the organisational values
Work, Health & Safety	As a member of the District Council of Yankalilla Team, the following WHS responsibilities apply to all staff: • Actively support and contribute to the Organisational Safety Slogan: "Be Aware Take Care".  • Follow health and safety inductions, training, and instructions. (procedures, work instructions etc) • Follow all reasonable directions received by DCY management.

	• Do not undertake unsafe work at any time, and lead a team that harnesses this collective responsibility. • Correctly use personal protective equipment. • Operate plant, machinery and equipment in line with correct policies, procedures and training. • Report hazards and risks without delay. • Report all work-related injuries and incidents and assist with incident investigations. • Actively support WHS consultation processes. • As a Worker under the WHS Act, if injured at work, it is expected that you must participate in the return-to-work processes. • Ensure you maintain a fitness for work in accordance with WHS responsibilities and adherence to Councils Drug and Alcohol Procedure.
Values	**Teamwork** One Team **Integrity** Do the right thing **Deliver** Get it done **Enjoy** Have fun doing it • **TEAMWORK – One Team** We are strongest when we work together We seek out opportunities to collaborate We are inclusive and respect different perspectives • **INTEGRITY – Do The Right Thing** We behave in a professional, ethical and safe manner We are transparent, honest and respectful We hold ourselves and each other accountable • **DELIVER – Get It Done** We overcome obstacles and find solutions We have pride in our work and honour our commitments We strive to create outstanding customer experiences • **ENJOY – Have Fun Doing It** We foster a supportive and fun work environment We bring a positive attitude and open mind We promote good physical and emotional wellbeing
Other	• Perform other duties appropriate to this position and organisational needs as directed by the Group Manager Economy & Community within the scope of the role.

Key Relationships / Interactions
The Team Leader Library Services will maintain effective partnerships with Council, neighbouring Councils, community groups and service providers to foster opportunities for partnership/s and collaboration. Maintain good working relationships with all internal and external stakeholders.

Special Conditions

- This position will be required to perform work out-of-hours, including attendance at after-hours meetings.
- Some intrastate and interstate travel may be required.

Position Specification

Essential Criteria

Experience/Qualifications

- Tertiary Qualifications in Library Services and/or proven extensive experience in managing Library Services
- Proven experience in effectively leading teams
- Extensive knowledge of SAPLN Library Management Systems (LMS)
- High level of computer literacy including spreadsheets, word processing and databases etc

Position Requirements

- Fulfill all the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations and all relevant policies and procedures.
- Completion of duties as requested by a more senior officer other than yourself
- Complete duties within the timeframes allocated
- Satisfactory National Police Clearance with no adverse findings
- DHS - Working with Children Clearance (cleared and allowed to work with children)
- Up-to-date Through Their Eyes Training as a mandatory requirement
- Current Unrestricted Driver's Licence

Skills/Knowledge

- Knowledge of contemporary Library Service functions.
- Ability to identify and progress change initiatives and to support others in an environment of change.
- Demonstrated ability to develop positive relationships with internal and external customers.
- Ability to analyse and interpret issues and implement appropriate solutions.
- High level interpersonal skills to resolve problems and develop and motivate staff.
- Coordination and planning skills to organize you own work and that of others to establish priorities and meet deadlines.
- Effective written and verbal communication skills.
- An independent approach to decision making and problem solving.
- A comprehensive knowledge of collection development principles and practices.
- An understanding and application of statistical analysis in collection management.
- Working knowledge of Microsoft Office, Library management Systems and corporate technologies.

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- Completion of duties as requested by a more senior officer other than yourself
- Undertake any other duties associated with the position as required
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Desirable Criteria

Qualifications/Licenses/Experience/Knowledge & Skills

- Experience working in the Local Government sector (desirable)

Requirements of the Employee

Under the WHS Act 2012, Section 28 Duties of Workers, a worker is anyone who works for a PCBU as an employee, self-employed person, outworker, contractor, subcontractor, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer. Whilst at work a worker must:

a. Take reasonable care for his or her own health and safety;
b. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
c. Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by a person conducting the business or undertaking to allow the person to comply with the Act; and
d. Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health and safety at the workplace that has been notified to workers

Acknowledgement and Agreement

I have read and understand the requirements, responsibilities and accountabilities of the role as outlined in this Position Description, and agree that;

- This position description accurately reflects the duties and responsibilities of the position at the time of signing.
- Key Performance Indicators for this position will be developed and reviewed regularly.

I understand that this position description may be further reviewed at a future date in consultation with each undersigned party.

Employee Name: _____ Signature: _____ Date: _____

CEO : _____ Signature: _____ Date: _____