Library Operations Coordinator

STATEMENT OF DUTIES JANUARY 2014

Number	Generic
Portfolio	Continuous Improvement and Evaluation
Branch	Library Network
Section/Unit/School	As Specified
Supervisor	Library Manager
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time Up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave. The occupant may be rostered for Saturday and evening shifts and Award arrangements will apply.
Location	Statewide

Primary Purpose

To coordinate the day-to-day operations of assigned services and programs and supervise the work of associated staff.

Level of Responsibility/Direction and Supervision

The occupant is responsible for the efficient and effective coordination of assigned services and programs and for the instruction and guidance of assigned staff. The occupant is expected to coordinate, and control allocated resources and contribute to the maintenance and improvement of service delivery through the provision of detailed advice. The occupant is expected to exercise judgement and initiative within established guidelines, processes and systems under general direction from the supervisor. Unit goals and overall priorities determined by the supervisor.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Co-ordinate the daily operation of Libraries Tasmania services including controlling allocated resources and staff to deliver assigned library programs and services.
2. Develop and implement processes, procedures and alternative approaches and solutions to support high quality Libraries Tasmania service delivery.
3. Supervise assigned staff and volunteers in delivery of assigned library programs and services. Provide guidance and instruction to staff on practices, systems and processes to support service delivery outcomes.
4. Undertake research into complex operational issues and provide advice, recommendations on alternatives and options that support service delivery and resolve operational problems.
5. Provide high level administrative, financial and clerical support to maintain operational performance and service delivery.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Well-developed expertise in managing and applying information and specialised knowledge in the delivery of customer focused services relevant to a library environment.
2. Demonstrated ability to exercise sound judgement and initiative in applying policies and regulations and in resolving complex operational issues.
3. Proven staff management and supervisory skills with the ability to coordinate and motivate staff in a team environment and effectively provide instruction and guidance to achieve agreed outcomes.
4. Highly regarded interpersonal and communication skills including liaison and, negotiation skills with the proven capacity to interact effectively with a wide range of stakeholders.
5. Demonstrated administrative and organisational skills and experience.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential	• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
Desirable	• A relevant diploma or post-secondary level qualification.

Working within the Department for Education, Children and Young People



Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at http://www.dpac.tas.gov.au/divisions/ssmo together with Employment Direction No. 2 *State Service Principles.* All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at Department for Education, Children And Young People: Information technology policies

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – August 2016
Request: 7007531, 7010040
Date Duties and Selection Criteria Last Reviewed: 08/16 KJC