

CITY OF BELMONT

Career Opportunities

Coordinator Library & Museum Hub **\$87,050 - \$100,020 pa + Superannuation**

About us:

The City proudly offers its residents and visitors facilities, services, events, spaces and plans for the future, for the community to live, work and play in ways that are healthy, efficient, safe and sustainable along with spectacular views of the Swan River, close proximity to the Perth Central Business District and houses the Perth Domestic and International Airports.

About the role:

This position has responsibility for the oversight of all operational and technical aspects of Ruth Faulkner Library and Belmont Museum. You will be working with a team of dedicated and highly collaborative staff to meet the needs of our diverse and developing community.

The Coordinator Library & Museum Hub will assist the Manager Library, Culture & Place in the provision and delivery of services in Ruth Faulkner Library & Belmont Museum to ensure they are run efficiently and effectively and support the City's strategic goals.

Duties will include:

- Consulting with the Manager Library, Culture & Place in the constant improvement and development of strategies, policies, work practices, and procedures.
- Oversight of a team of Specialists to ensure the effective and efficient delivery of a customer focussed service and identify opportunities for improvement and innovation in the delivery of library and museum services.
- Ensure library and museum services are planned strategically to align with and support identified community needs and expectations.
- Directing the activities of the team and identifying appropriate training and development opportunities.
- Preparing and monitoring of reports, budgets, and expenditure/income.

About you:

To be considered for this position, you must have or are significantly progressing towards a relevant tertiary qualification in Library and/or Museum/Heritage studies (or equivalent), or relevant experience in an equivalent role.

Due to the nature of the duties, you will also need to have highly developed stakeholder communication and administrative skills, and the ability to handle confidential and sensitive matters.

It is a requirement of this position that the corporate uniform is worn in its entirety at all times whilst on duty and a uniform will be provided upon the successful completion of a probationary period, in accordance with City Policy.

How to apply:

By clicking the 'apply' button, you will be directed to the City of Belmont employment page, where you can access the position description. Please enter your details, upload your current resume and cover letter. Please complete the questionnaire as well as addressing the listed Essential Position Requirements, then submit your application.

Applications close Monday, 6 November 2023.

Please note: Applications are considered as they are received, and interviews will be arranged accordingly. The City reserves the right to close adverts early; therefore an early application is encouraged.

The City of Belmont is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people without regard to race, gender, ethnicity, disability, age, religion or sexual orientation. We encourage applications from an Aboriginal and Torres Strait Islander heritage, people with disabilities, and people from culturally diverse backgrounds to explore the opportunity of a career at the City of Belmont. If you require an additional support or adjustments regarding interview arrangements, please advise in advance.

For more information on eligibility requirements and to apply for this position please visit www.belmont.wa.gov.au. Further assistance with your application is available by phoning 08 9477 7217.



CITY OF BELMONT
JOB DESCRIPTION

Position Number: 107

Last Reviewed: Aug 23

1.0 POSITION DETAILS

Position Title : Coordinator Library & Museum Hub
Present Incumbent : Vacant
Classification : Level 6/7
Division : Development & Communities
Department : Library, Culture & Place
Section : Library & Museum Services
Location : Ruth Faulkner Library & Belmont Museum
Belmont Hub
213 Wright Street, Cloverdale
Employment Status : Full Time

2.0 POSITION RELATIONSHIPS

Responsible to : Manager Library, Culture & Place
Responsible for : Specialist - Librarian and Museum Hub x 6

3.0 POSITION OBJECTIVES

Assist the Manager Library, Culture & Place in the provision and delivery of Library and Museum services to the community, ensuring they are run efficiently and effectively and meet organisational and community objectives.

4.0 PRINCIPAL DUTIES AND RESPONSIBILITIES

- 4.1 Manage the day to day activities of the Library and Museum Services Section in an efficient and effective manner to ensure organisational objectives are achieved.
- 4.2 Direct the activities of staff and volunteers, ensuring they are provided with appropriate training and development opportunities to enable them to undertake their duties to the standard required to achieve agreed Departmental outcomes.
- 4.3 In consultation with the Manager Library, Culture & Place, develop, implement and review the strategies, policies, work practices and procedures of the Section to ensure they remain contemporary, sustainable and meet the needs of the organisation and community.



- 4.4 Prepare annual budgets and monitor expenditure and income for all areas under direct responsibility to ensure compliance with approved budget parameters ensuring the Manager Library, Culture & Place is advised of potential issues that may impact budget allocations.
- 4.5 Liaise with the Manager Library, Culture & Place on key issues and in particular those relating to Western Australian Public Libraries, State Library of Western Australia (SLWA), the Library Board of Western Australia and other relevant agencies that impact on the delivery of the City's public library services.
- 4.6 In consultation with the Manager Library, Culture & Place, coordinate the development, implementation and review of the City's Museum and Heritage policies and procedures to ensure that organisational objectives are achieved.
- 4.7 Oversee the management, development and evaluation of the library and museum collections to ensure identified clients needs are met and the integrity of databases.
- 4.8 In consultation with the IT Department, oversee the Section's software needs and coordinate ongoing requirements including hardware, software, upgrades and replacements as required.
- 4.9 Receive public and general enquiries, complaints and correspondence, taking appropriate action in line with established policies and practices and with the aim of maintaining a strong customer focussed service.
- 4.10 Research, prepare and present reports and discussion papers to Council and relevant Committees, as required.
- 4.11 Represent the City on external bodies as required.
- 4.12 Establish and maintain effective networks with other local governments and relevant stakeholders as required to provide a complementary and coordinated approach to the delivery of Library and Museum services with no inappropriate duplication of programmes or initiatives.
- 4.13 In consultation with the Manager Library, Culture & Place and the Public Relations and Stakeholder Engagement Department, undertake community consultation and/or surveys to assess service performance and needs and design programmes to address identified gaps to better meet the needs of the client group.
- 4.14 Oversee the development and implementation of appropriate public relations programmes, displays and publications for the Library and Museum.
- 4.15 Provide back up and support to the section including undertaking general library and museum duties as required.
- 4.16 Undertake other relevant projects as required by the Manager Library, Culture & Place.
- 4.17 Demonstrate leadership in Equal Opportunity and Diversity within the work area and ensure the working environment is free from discrimination, harassment and bullying.

- 4.18 Effectively supervise and promote compliance with Work Health and Safety and Environment policies and procedures to maintain safe work practices and a safe working environment, whilst protecting and sustaining the environment.
- 4.19 Effectively encourage recommendations to improve systems, policies and practices to ensure the continuous improvement of the City's Business Management System.
- 4.20 Exercise appropriate authority whilst acting in the best interests of the City, its Customers and the Community, meeting legislative and operational requirements.
- 4.21 Undertake other duties as directed by the Manager Library, Culture & Place, within the scope and level of this position.

5.0 POSITION REQUIREMENTS

Essential

- 5.1 Completion of, or significant progress towards, a relevant tertiary qualification in Library and/or Museum/Heritage studies, or a recognised equivalent or comparable relevant experience in a similar role.
- 5.2 Significant relevant experience working at an equivalent level in a similar position within the Public Library and/or Museum/Heritage areas with good knowledge and/or understanding of the needs of the relevant target groups and well developed understanding of applicable legislative requirements and in particular, the State Library of Western Australia.
- 5.3 Highly developed interpersonal, negotiation and conflict resolution skills with the ability to communicate with a wide range of people and groups to ensure delivery of a high level of customer service.
- 5.4 Ability to think strategically, exercise initiative and make good decisions as required and in particular, appropriately handle confidential and sensitive matters.
- 5.5 Well developed organisational and administrative skills with proven ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet deadlines and achieve organisational objectives.
- 5.6 Good written communication skills, including the ability to conduct research and write clear and concise letters and reports, including policies and procedures.
- 5.7 Ability to prepare and effectively monitor budgets and prepare financial reports.
- 5.8 Proven ability to effectively manage staff and volunteers to achieve organisational outcomes.
- 5.9 Ability to work effectively under pressure, both as a team member and autonomously, with minimal supervision.

- 5.10 Ability to utilise personal computer applications, in particular the Microsoft Office suite of products (i.e. Word, Excel, Adobe Acrobat Writer, Outlook), including previous relevant experience using a computerised Library Management System.
- 5.11 Good knowledge and understanding of Work Health and Safety requirements, relevant to this position.
- 5.12 Possession of or ability to acquire a current motor vehicle driver's licence.
- 5.13 Possession of, or the ability to acquire, a satisfactory National Police Clearance Certificate (dated within the last twelve months).

Desirable

- 5.14 Previous experience in a similar position within local government or equivalent.

6.0 CONDITIONS OF EMPLOYMENT

- 6.1 It is a requirement of this position that the corporate uniform is worn in its entirety at all times whilst on duty and a uniform will be provided upon the successful completion of a probationary period, in accordance with City Policy.

