

<b>Position Title:</b> Big Rivers Regional Library Service Coordinator	<b>Position Level:</b> 8
<b>Department:</b> Corporate & Community Development	<b>Accountable to:</b> Executive Manager – Corporate & Community Development
<b>Responsible for the supervision of:</b>	N/A



VALUES	MISSION
Service Responsiveness Involvement Responsibility Equity Accountability	To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.

<b>RESULTS</b>	We are dedicated to serving our community and will listen to and proactively respond to their needs.
<b>RELATIONSHIPS</b>	We will partner with our community and our stakeholders to create sustainable honest relationships.
<b>REASONS</b>	We deliver results that align with our strategic direction and serve our community.

<b>PURPOSE</b>	To coordinate, develop and facilitate library services to communities in the Big Rivers Region. This position is jointly funded between Katherine Town Council, Roper Gulf Regional Council and Victoria Daly Regional Council.
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KEY RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Develop, implement and coordinate the strategic planning of community focused library services, programs and systems ensuring contemporary practice across the Big Rivers Region (Katherine Town Council, Roper Gulf Regional Council and Victoria Daly Regional Council)</li> <li>• In collaboration with library staff, evaluate, monitor and innovate library service and program delivery to ensure high-quality, customer-focused outcomes.</li> <li>• Build and maintain strong empowering relationships with all key internal and external stakeholders to continuously improve library services across the Big Rivers Region.</li> <li>• Deliver one-on-one and group mentoring sessions, guiding library and council staff in library service delivery including digital literacy and early literacy.</li> <li>• Development, implementation and evaluation of outreach programs to Big Rivers communities with a focus on digital community storytelling</li> <li>• Provide reports to Big Rivers Regional Library Service Working Group on outcomes of projects and programs.</li> </ul>

- Oversee and coordinate Grant applications, whilst proactively seeking other funding opportunities for the Big Rivers Regions Library Services.
- Assist in the implementation of the Katherine Town Council Local Disaster Sub-Plan in the event of a disaster.
- Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.

#### LEVEL OF RESPONSIBILITY

- Accountable for the effective management of projects while utilising relevant expertise
- Provides a professional advisory role to people within the Big Rivers Remote Library Services on key issues of significance to the sector
- Interpretation of information and development of suitable procedures to achieve desired outcomes
- Supplement base level professional qualifications with additional skills and considerable practical experience in key roles of the position

#### SELECTION CRITERIA

##### *ESSENTIAL*

- Successful completion of a tertiary qualification suitable for admission as an Associate of the Australia Library and Information Association
- Experience in planning, delivering and evaluating library services, programs and activities to ensure contemporary practice
- High level of initiative with an innovative, contemporary approach to library services
- Demonstrated experience in strategic planning and project management for short and long term projects and programs
- High level written and oral communication skills
- Demonstrated experience in guiding, developing and mentoring staff to improve library service delivery
- Current NT drivers licence
- Current Working with Children clearance (Ochre Card)
- Police Clearance

##### DESIRABLE

- Experience in working with remote and Aboriginal communities

#### ORGANISATIONAL RELATIONSHIP

The position will report to the Big Rivers Regional Library Service Working Group.

**DELEGATION**

Delegations are in accordance with the latest *Instrument of Delegation of Powers and Functions*

**PERFORMANCE STANDARD**

The extent to which the stated key responsibilities are achieved in both the position description and personal performance work plan as endorsed by the Big Rivers Regional Library Services Working Group.

PREPARED BY  
DATE ISSUED  
SUPERVISOR  
APPROVED BY

Executive Manager – Corporate & Community Development  
December 2018  
Executive Manager – Corporate & Community Development  
Chief Executive Officer