

Position Description

Position Title:	Collection Development and Access Lead
Reports To:	Manager – Invercargill Libraries
Responsible For:	7 Direct Reports
Group and Team:	Community Spaces and Places – Invercargill Libraries
Children’s Worker:	Yes (Non-core)
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To take responsibility for the strategic development, management, and maintenance of the library's collections, including books, digital resources, periodicals, and multimedia materials. Play a crucial part in ensuring that the library's offerings align with the needs and interests of the community it serves. Collaborate with library staff, vendors, and the community to curate the library's collection while overseeing its organisation and accessibility. Lead the collections budget allocation and prioritisation.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Team Leadership

- Lead, coach and motivate team members, promoting employee engagement with constructive feedback, openness, acknowledgement and trust.
- Encourage a workplace culture of shared ideas, problem solving and mutual support within and across teams that empowers others to achieve results that are responsive, business like, well planned, safe and successful.
- Create a team culture, supported by processes and practice, that views health, safety and wellbeing as a critical element of business as usual.
- Supervise team member performance and ensure the effective delegation of work tasks.
- Work alongside management to ensure that the annual performance development is carried out in accordance with Council's Performance and Remuneration Framework.
- Promptly raise concerns relating to the performance of team members with management so that an appropriate support/development plan can be put in place.
- Alongside management, work within the financial activities and budgets under your control in accordance with Council guidelines, timelines and delegated responsibilities.
- Engage and contribute to other teams to ensure the Collection supports and is supported by other service areas of the library such as customer experience and programming.

Collection Development and Maintenance

- Manage the library's acquisitions budget efficiently, ensuring responsible spending on new materials and in accordance with the Collection Development Policy.
- Evaluate, select and negotiate with available collection vendors to ensure a stable, fit for purpose and value for collection supply contracts.
- Develop, select and deselect designated collection resources, in line with the Collection Development Policy, to offer a balanced range of materials across a range of formats.
- Provide leadership, vision, and oversight of the library's collections and services, to enhance and develop a current and varied collection of e resources and physical book stock.
- Ensure selection and deselection processes are managed efficiently and effectively across the team.
- Ensure usage insights are collected along with other business intelligence data from the collection content specialists and LMS providing analysis of that data to monitor usage trends and guide purchasing and deselections.
- Generate reports and make data-driven recommendations for the improvement of the library's collections.
- Ensure the processes relating to collection development and maintenance are efficient, well documented in ProMapp and understood by all the team.
- Oversee the weeding, deselection, and replacement of outdated or damaged materials to maintain a relevant and up-to-date collection.
- Be the decision maker of challenged titles.

Library Management System (LMS)

- Understand customer and staff perspectives on the LMS and seek enhancements to benefit customer service delivery.
- Build strong collaborative partnerships with systems administrators and wider library staff, and work with them to seek improvements.
- Ensure the satisfaction and convenience of the end user (customer and/or front line customer service staff) is the driver for any suggested system enhancements.
- Keep staff and customers informed of issues, potential improvements, and progress towards resolution.

Library Services

- Contribute to customer enquiries, reader's advisory and rostered duties as required. This includes supervision of rostered weekend shifts.
- Contribute to user education by explaining use of library facilities, self-service and automated service options, resources, equipment and services, and providing information about library policies.
- Maintain an up-to-date knowledge of appropriate policy and procedure, and apply it consistently.
- Support the digital literacy of staff and customers by modelling confident and capable use of digital platforms for communicating with staff, customers and the wider community.

Retail and Customer Service

- Have knowledge of the front desk and public floor duties and assist staff during busy periods or as required by the Manager – Invercargill Libraries.
- Provide professional, polite and knowledgeable customer service that builds trust and confidence in the library and Invercargill City Council.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

A tertiary qualification in Library Science, Information Management or equivalent
Current New Zealand Drivers Licence

Desirable:

A management, administrative or data related qualification

Knowledge, Skills and Experience

Essential:

Minimum of five years' experience in a senior library role
Previous experience in library collections management and strategic development
Strong knowledge of library cataloguing systems, metadata standards, and library classification systems
Proficiency in using Library Management Software and integrated library systems
Familiarity with current library and information technology trends and emerging digital resources
Ability to adapt to changing technology and library trends and to embrace innovation in collection development
An understanding of statistics and how to use them to inform decision-making
Well-developed computer knowledge, particularly in the use of Microsoft Office: Word, Excel, Outlook, as well as databases and their management
Excellent verbal and written communication skills
Strong keyboard and data entry skills including a high level of accuracy
Ability to efficiently organise and prioritise high workloads and demands of customers
Ability to co-ordinate various administration functions to maintain orderly records and databases

Desirable:

Knowledge of the business of Local Government

Agreement

Employee

Name	Sign	Date
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Manager

Name	Sign	Date
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Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.