

Position Title	Team Leader Collections
Department	Community Services
Division	
Unit	Community & Cultural Services
Team	Library Collections
Supervises	5
Reports To	Coordinator Technology and Futures
Grade	G
Date Prepared	17/09/2025
Date Last Updated	2/01/2026

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary Purpose of Position

The Team Leader Collections is responsible for leading and managing the Collections team, providing strategic oversight, expert guidance, coaching, high level support and performance management to team members responsible for selection, acquisitions, cataloguing, end processing and deselection of the library's physical collections.

Working in close collaboration with key stakeholders, the Team Leader Collections will develop, implement and regularly review budgets, strategies, plans, policies and procedures that guide the management of physical collections including initiatives that maximise the use and relevance of library collections.

Accountabilities

- Provide expert leadership, guidance, motivation, coaching and support to the Collections team, including, but not limited to supervision, work planning, rostering, training, recruitment, change management, performance management and professional development;
- Drive continuous improvement in acquisitions, cataloguing, end processing and collection management of physical collections through implementation of new initiatives designed to benefit the community;
- Coordinate cross team initiatives, including but not limited to collaboration with the branch teams to promote physical collections, the Adult Programs team in regard specialised collections, eg Local or Family History, and the eServices team to ensure alignment between physical and digital collection strategies and community needs;
- Develop and implement strategic plans, policies and procedures relevant to collections, ensuring alignment with library and Council strategic objectives;
- Lead disaster recovery planning and ensure risk mitigation strategies are in place for physical collections;
- Ensure data integrity and governance across cataloguing, copyright, privacy, licensing, preservation and digitisation activities;

- Apply data literacy and analysis skills to evaluate physical collection usage, community needs, and operational performance, using both quantitative and qualitative evidence to guide decision-making;
- Manage the Collections Team budget, including forecasting, monitoring, reporting and recommending budget adjustments, as required. Collaborate with the Technical Specialist Physical Collections to monitor and report on the physical collections budget;
- Oversee supplier contracts and ensure compliance with Council's procurement policies and procedures;
- Research funding opportunities and contribute to grant submissions and funding applications to support collection initiatives;
- Actively participate in Library Management System implementations and upgrades, ensure testing is thoroughly completed and reported in a timely manner;
- Actively engage in professional development and networking opportunities to maintain an awareness of current trends in public libraries relating to cataloguing, collection management and collection development;
- Other duties as required within skill, competence and training level

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 2

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	• Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Relationships		
Communicate and Engage	Advanced	• Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
Results		
Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results

		• Implements and oversees quality assurance practices
Resources		
Technology and Information	Adept	• Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements
People Leadership		
Inspire Direction and Purpose	Adept	• Demonstrates passion, enthusiasm and personal dedication to the organisation's vision • Translates organisation and unit objectives into team goals and plans to help staff understand the links • Builds a shared sense of purpose through involving people in the process of cascading goals • Motivates staff by providing autonomy in how they do their work, saying thanks and celebrating successes • Takes opportunities to recognise and reward individual and team efforts and performance

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Library and Information Science, enabling eligibility for ALIA professional membership, or equivalent qualifications and experience relevant to the accountabilities stated.
- Working with Children Check

Essential Experience

- Minimum 4 years experience in a senior supervisory role leading a multiskilled team
- Demonstrated leadership skills, including emotional intelligence, change management and negotiation and conflict resolution skills;
- Experience in developing and effectively managing library collections, including but not limited to acquisitions, procurement, cataloguing, processing and deselection;
- Strong experience in budget development, procurement, and contract management;
- Proven experience in strategic planning, policy development, and collection evaluation, ensuring alignment with organisational and community goals;
- Proven skills in setting priorities, managing competing deadlines and delivering high quality outcomes;
- Advanced problem solving, critical thinking, and decision making capabilities;
- Proficiency in library management systems and technologies, particularly in relation to collection management and reporting;
- Excellent written and verbal communication skills, including report writing and presentations;
- Sound proficiency in Microsoft Office applications, including the ability to independently create high quality reports, briefing documents, spreadsheets, and presentations to support decision making and stakeholder communication;
- Demonstrated commitment to customer service excellence and community engagement.

Desirable Qualifications and or Experience

- Previous public library experience
- Experience with NSW Local Government procurement

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☒	☐
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: Click to Specify Licence	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☒	☐
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☐	☒