



**Acting Manager Children's Services**  
(Parental Leave Position – 22/02/2024 to 10/01/2025)  
**Band 6**  
**ROLE PROSPECTUS**

*Authorised by:*  
*Joseph Cullen*  
*Chief Executive Officer & Company Secretary*

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## **Dear Future Leader in Children's Library Services**

We are excited to invite you to step into the temporary role of **Manager, Children Services** at Your Library Ltd (YLL) – a position that offers a unique blend of leadership, creativity, and a profound impact on young minds.

### **Why Choose Your Library?**

Your Library isn't just an excellent place to work; it's a pulsating heart of the community where young imaginations are ignited, and diversity is not just celebrated, but integral to our ethos. As a forward-thinking library service, deeply embedded in the community, we are dedicated to creating a nurturing and stimulating environment for our youngest patrons.

### **The Role: Shaping Young Minds and Services**

In this key role, you'll be more than a manager; you'll be an influencer, an inspirer, a nurturer of potential. Your leadership will be pivotal in transforming our children's services, managing a team of 14 dedicated Children's librarians and staff, and fostering an environment where creativity meets education.

### **Your Unique Leadership Style**

Whether your background is in children's libraries, education, or another dynamic setting, your unique approach to leadership and team management is what will make you stand out. Your ability to integrate seamlessly into this role, bringing your flair and dynamism, will be a tremendous asset to our team.

### **A Culture of Nurturing and Innovation**

Success in this role is seen in the laughter and learning of children, the strong bonds within our team, and the acknowledgment from our Corporate Management Team. We view challenges as opportunities for growth, encouraging you to lead with confidence, creativity, and a forward-thinking approach.

### **Your Reward: Beyond Compensation**

We take pride in offering competitive salaries, but we offer more than just monetary rewards. Joining us means being part of a team that deeply values your well-being, professional growth, and your passion for making a lasting impact on young lives.

### **Join Us: Make a Difference**

We invite you to be a part of shaping the future of children's library services in Your Library. This role is your opportunity to make a real difference in a community that values growth, innovation, inclusivity, and the nurturing of young minds.

We can't wait to hear your story – for details of what to submit see Attachment 1.

Feel free to phone Sarah, our Corporate Manager Customer Experience (9800-6405), or Chantell, our Manager Branch Services (9800-6414) to find out more about the job before you apply.

Regards

Joseph Cullen  
CEO & Company Secretary

## Attachment 1 - Application

### How to Apply:

To step into the world of Your Library as our acting Manager Children Services, please send your application exclusively via email to [jobs@erl.vic.gov.au](mailto:jobs@erl.vic.gov.au). We appreciate your understanding that we are unable to process hard copy applications.

### Your Application Should Include:

1. **Your CV:** Concise yet comprehensive, limited to two or three pages. Focus on recent career experiences, especially those from the last three years.
2. **Your Video:** Three minutes to showcase 'you.' This isn't a CV playback; it's your story. What ignites your passion? What are your career aspirations? Why is Your Library the place for you?
3. **Key Selection Criteria Response:** A separate document addressing the criteria listed below (200-word limit per criterion).

### **Note:**

Incomplete applications (missing any of the above components) may not be considered. We reserve the right to make decisions about interviewing candidates based on the strength and relevance of their application.

### Key Selection Criteria:

We are keen to learn about your:

1. Experience in leading teams successfully in dynamic environments.
2. Expertise (or ideas) in creating and implementing innovative programs that strengthen community engagement with the library.
3. Proficiency in customer service, including strategies for interacting with diverse internal and external stakeholders.

### **Note:**

200 words per criteria should tell your story.

### Deadline:

Applications must be received by **11:59pm on Sunday, 11 February 2024**.

Please email your application to [jobs@erl.vic.gov.au](mailto:jobs@erl.vic.gov.au).

Regrettably, applications submitted after this deadline cannot be considered.

### Selection Timeline:

- **Application Review:** Week ending 16 February 2024
- **Interviews:** Week ending 23 February 2024

Embark on a journey of leadership and innovation at Your Library. We look forward to discovering how your vision and skills align with the needs of our community.

## Attachment 2 – Employment Information

<b>Position Title</b>	Acting Manager Children's Services (AMCS)
<b>Status</b>	Permanent fulltime position
<b>Classification</b>	Band 6 Level A-C
<b>Salary Range</b>	\$98,639 - \$107,727 plus Superannuation
<b>Employment conditions, including salary</b>	As per Your Library Limited Enterprise Agreement, company policies, guidelines, and procedures
<b>Ordinary hours of work</b>	The ordinary hours of work are thirty-eight (38) hours per week, together with such reasonable additional hours as may be necessary for the performance of their duties.
<b>Flexibility Arrangement</b>	As per an agreed letter of appointment there will be ADO arrangement for a 19-day month.

The AMCS is employed based on these job specific conditions:

1. **Driver's Licence**

Holds a current Driver's License and has access to a private car.

2. **Working with Children Check**

Holds a current Working with Children Check.

3. **COVID -19 Vaccination:**

In accordance with YLL requirements, employees are required to demonstrate evidence of an approved COVID-19 Vaccination status of at least 2 doses. Employees must also undertake booster vaccination(s) in accordance with any directions from the Chief Health Officer or Delegate.

4. **Influenza Vaccine:**

When engaging in outreach programs, you may need to liaise with external community groups/children's groups/parenting groups etc in differing facilities (schools, kinder, aged care facilities etc). To meet their Service Plan/Entry requirements, if required you will have to demonstrate evidence of an approved Influenza Vaccine status. Your Library reimburses employees for the cost of the Influenza Vaccine.

5. **Conflict of Interest:**

The AMCS must not engage in any additional business or employment which conflicts with the interests of Your Library, the requirements of the position, or the ability to perform their duties.

If there is any risk of such a conflict occurring, the AMCS must immediately notify the Chief Executive and obtain the Chief Executive's written consent to engage or continue in that additional business or employment.

6. **Risk management**

Employees are responsible for taking all reasonable steps to ensure they are aware of the inherent risks associated with their work and for taking appropriate action to minimise or eliminate such risks. The physical requirements (amongst others) are listed below.

## 7. **Physical requirements of the position**

Daily work will mainly be performed in an office setting, with exposure to those conditions normally expected to be encountered in an indoor environment. The work environment may include uneven surfaces and stairs.

Specific requirements of the role include:

- Moderate to strenuous physical demands, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- Ability to lift and carry light loads.
- being able to see and hear in the normal range, with or without correction.
- Stamina to work long hours, if assigned.

## 8. **Pre-existing injury/illness**

YLL needs to be aware of any pre-existing injury/illness that would affect the employee's ability to safely and durably perform the inherent requirements of the job.

The employee must notify YLL in writing of any pre-existing injury/illness that may be affected by the inherent requirements of this position.

Failure to disclose relevant information in regard to a pre-existing injury/illness that might be affected by the nature of the proposed employment could result in that injury/illness not being eligible for future compensation claims. [See section 82(8) of the Accident Compensation Act 1985].

## Attachment 3 – Position description

<b>Position Title</b>	Acting Manager Children's Services
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<b>Classification</b>	Band 6 Level A-C
<b>Employment Conditions, including salary</b>	As per Your Library Limited Enterprise Agreement, company policies, guidelines, and procedures

### The position

The Acting Manager Children's Services (AMCS) is employed by Your Library Limited (YLL).

The AMCS provides leadership that ensures the daily delivery of exceptional, inclusive, and responsive customer service that increases reading, information, and literacy outcomes, including digital literacy.

The AMCS leads by example, bringing commitment and skills to the workplace that exemplify teamwork, quality services, and open communication.

The AMCS works with their team to increase job satisfaction; work flexibility; individual performance; ownership and pride in library services; succession planning; and career planning. The AMCS is supported in these aspects of their role by the Corporate Management Team.

The AMCS:

- Delivers customer focused services consistent with YLL's vision, mission, and values.
- Coaches, mentors, and performance manages their team.
- Manages the day-to-day operations of the library.
- Engages and interacts actively with their local communities.

The AMCS understands, and implements, personnel practices including those related to equal employment opportunity, occupational health and safety and employee development.

## Organisational relationships

The AMCS operates under the auspice of the Corporate Manager, Customer Experience (CMCE)

Accountable for: Nominated specialty responsibilities, branch employees, casual staff, and volunteers

Other relationships include (but not limited to):

Internal	External
<ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Corporate Management Team (CMT)</li> <li>• Manager Branch Services</li> <li>• YLL staff</li> </ul>	<ul style="list-style-type: none"> <li>• Knox, Maroondah, and Yarra Ranges Councils, Councillors, and staff</li> <li>• Local communities of the three-member Councils — both users and non-users of library services</li> <li>• Educational institutions &amp; regional organizations</li> <li>• Professional organisations and groups</li> </ul>

## Responsibilities

The AMCS plays a positive role in delivering the Key Directions outlined in the Library Plan.

### **Accountability and extent of authority**

This position manages resources and provides advice to or regulate clients and provides input into the development of policy.

The freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is limited to the quality or cost of the programs and projects being managed.

In relation to regulating clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this Band on individual clients may be significant, but it is usually subject to appeal or review by more senior employees.

This position may be invited to have input into policy development within their area of expertise and/or management.

### **Judgement and decision-making**

The nature of the work is specialised with methods, procedures and processes developed from theory or precedent.

The work may involve improving and/or developing methods and techniques generally based on previous experience.

Problem-solving may involve the application of these techniques to new situations.

Guidance and advice are usually available.

### **Specialist knowledge and skills**

The position requires proficiency in the application of a theoretical discipline, including the underlying principles as distinct from the practices.

The position requires an understanding of the long-term goals of Children's Services across YLL and of the relevant policies across the wider organisation.

As the position manages resources, the officer requires a familiarity with relevant budgeting techniques.

### **Management skills**

The position requires skills in managing time, setting priorities, planning, and organising one's own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

As management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees' development.

### **Inter-personal skills**

The position requires the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.

The officer must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.



### **Qualifications and experience**

- a) A recognised degree or post graduate diploma in librarianship (which confers eligibility for professional membership of the Australian Library and Information Association), or business, or a related field, or demonstrable management experience.
- b) Management, or other relevant experience, within a library service or customer focussed organisation.
- c) Experience with event programming for all age groups in a library service and/or another customer focussed organisation

In addition, the incumbent will have (or be able to acquire in a short period of time):

- d) A demonstrable high level of confidence and experience in digital literacy, and the ability to share this knowledge and skills with staff and customers, including experience in reference, research, and information provision.
- e) A knowledge of the full range of library collections, products, and services; and experience in working with a wide variety of these products and services, or similar.
- f) An understanding of, and the ability to implement, a range of personnel policies and techniques including performance reviews, EEO and OHS practices.