

ROLE DESCRIPTION

ROLE TITLE: Team Leader and Curator, Published Collections

CLASSIFICATION: PO3

ROLE NUMBER: P19366

AGENCY: [Department of the Premier and Cabinet](#)

DIVISION: Communities and Corporate

BUSINESS UNIT: State Library of South Australia

REPORTS TO: Manager, Published Collections

ROLES REPORTING TO THIS ROLE: PO2 Senior Collection Development Librarian, PO2 Senior Collection Development Librarian x 2, ASO3 Acquisitions Officer

BUDGET: In line with financial delegations

ROLE PURPOSE: Work with the Manager Published Collections to support the delivery and ongoing curation and delivery of published collections, translating strategic direction into effective team plans, priorities and workflows. Provide professional leadership and oversight of acquisition, appraisal and collection development activities, ensuring published collections are developed in accordance with the Libraries Act 1982, the Library's Collections Policy framework and organisational objectives for responsible, sustainable and ethical collecting and accessibility. Build and maintain collaborative relationships across the Library and with external stakeholders to support high-quality outcomes and continuous improvement.

KEY OUTCOMES OF ROLE:

1. Contribute to the development, regular review, and implementation of the Published Collecting Plan within the Collections Policy framework, under the direction of the Manager Published Collections, including consideration of the total cost of ownership of the collection lifecycle.
2. Provide leadership and professional guidance to the team including managing performance, and fostering a culture of quality customer service, continuous improvement and professional practice.
3. Ensure that, in accordance with the Libraries Act 1982 and the Collections Policy framework, South Australian publications are curated and collected to meet legal deposit obligations, and general reference and special collections are developed and maintained in line with organisational priorities.
4. Lead the assessment of collections offers and coordinate negotiation processes for significant and complex acquisitions, providing expert advice and recommendations to support decision making. Ensure acquisitions align with policy requirements, while maintaining effective relationships with donors and other stakeholders.
5. Manage the published collection development budget in accordance with financial delegations, including monitoring expenditure and identifying opportunities for effective resource allocation.
6. Work collaboratively with internal and external partners to optimise business systems and applications that enable efficient and innovative published collection development and management workflows.
7. Provide specialist advice and professional guidance on published collections, including appraisal, development and management.
8. Lead and manage assigned projects, applying the Department's project management, procurement and risk frameworks to deliver agreed outcomes.

KEY RELATIONSHIPS / INTERACTIONS:

- **Manager, Published Collections** – receive direction, provide professional advice, and support delivery of published collections curation and development priorities
- **Collection Development team** – provide leadership, guidance and performance management, and oversee the effective delivery of collection development and curation activities
- **Internal stakeholders (e.g. Metadata and Discovery, Collection Storage and Care, Research Services, Digital Library Services)** – collaborate to support the lifecycle management, discoverability, access and curation of published collections
- **External stakeholders (eg published, vendors, donors, sector peers and members of the public)** - negotiate acquisitions, assess and curate collection offers, and maintain effective professional relationships.

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires:
 - ☒ Working with Children Check
 - ☒ National Police Check (required for all roles)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Out of hours work may be required.
- Intra/interstate travel may be required.
- Required to work on service delivery points.

KEY SELECTION CRITERIA:

- Essential:
 - Eligible for professional membership of the Australian Library and Information Association, or
 - Degree in Information Management or Archives Administration, or a degree majoring in history, politics, anthropology, law or commerce, or another degree and eligible for professional membership of the Australian Society of Archivists, or
 - Degree in fine arts, applied science or science.
- Demonstrated experience in the curation and management of library collection including appraisal, donor management, valuation activities, copyright legislation and legal agreements.
- Strong knowledge of and ability to apply trends and drivers shaping the development and management of physical and digital published collections and the publishing industry.
- Proven ability to operate under general direction, exercising professional initiative and judgment in coordinating operational and project priorities, maintaining work standards and contribute to effective resource allocation.
- Proven experience in leading and supporting team members, including managing and prioritising workloads to meet deadlines and deliver agreed outcomes.
- Experience in implementing change initiatives and contributing to continuous improvement activities to enhance business efficiency and align with organisational priorities.
- Highly developed communication skills, both verbal and written, with the ability to provide clear professional advice, reports and documentation to a range of stakeholders.
- Sound initiative in delivering objectives and leading or contributing to complex projects and initiatives.

SOUTH AUSTRALIAN PUBLIC SECTOR PURPOSE

- Making a difference so South Australia thrives

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- Trust
- Service
- Professionalism
- Respect
- Collaboration and Engagement
- Honesty and Integrity
- Courage and Tenacity
- Sustainability

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Supports and Implements the Strategic Direction

- ☒ Understands the big-picture and contributes to the development of strategic direction
- ☒ Understands and supports organisational goals and business objectives
- ☒ Understands, supports and promotes organisational goals and business objectives
- ☒ Steers and implements change
- ☒ Identifies, defines and solves complex problems relating to the teams work objectives
- ☒ Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- ☒ Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- ☒ Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- ☒ Ensures compliance with Public Sector legislation, regulations and policies
- ☒ Monitors project performance and takes action to improve the delivery of quality outcomes as required
- ☒ Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- ☒ Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- ☒ Keeps abreast of market trends, developments and economic/legislative changes to meet current and future organisational needs

Cultivates Productive Working Relationships

- ☒ Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- ☒ Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- ☒ Works collaboratively and shares information with own team and seeks input from others
- ☒ Builds and sustains positive relationships with team members, stakeholders and clients
- ☒ Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- ☒ Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- ☒ Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- ☒ Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- ☒ Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- ☒ Contributes to a culture that values and respects diversity and models this in all interactions
- ☒ Ensures standards for the safety and wellbeing of self and others are maintained

- ☑ Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- ☑ Embeds a strong customer service ethos by understanding needs
- ☑ Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources