

Role Description



Position Title Local Studies Leader

Position Number LIB401

Purpose of Role

Lead the development and delivery of local history services, collections and programs which capture, preserve and promote the regions heritage.

Specific Responsibilities

- Lead the ongoing evaluation and strategic development of responsive, accessible and engaging local history services, collections and programs.
- Manage the local history collection including development, digitisation, conservation, accessibility and disaster preparedness.
- Lead the local history team in providing responsive and engaging local history services and programs.
- Develop and deliver local history programs that showcase the regions heritage, promote the local history collection and engage the community.
- Manage relationships with community groups, partners and stakeholders to enhance local history services and collections.
- Provide expert advice in relation to local history collections, spaces and programs including researching and responding to complex requests for information.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Demonstrated skills in developing and delivering strategies that enhance local history services, programs and collections.
- Demonstrated research skills in local history or similar.
- Well developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

- Tertiary qualification in library and information management, local history or other relevant field.
- Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

| Respect | Service | Integrity | Teamwork | Sustainability |
|---|---|--|--|--|
| <i>starting point</i> | <i>this is what we do</i> | <i>how we do it</i> | <i>working together</i> | <i>outcome</i> |
| <ul style="list-style-type: none"> ▪ We listen to people ▪ We treat people fairly and consistently ▪ We embrace diversity and opinions ▪ We treat others as we wish to be treated | <ul style="list-style-type: none"> ▪ We seek to understand the needs of those we serve ▪ We strive to exceed expectations ▪ We communicate clearly ▪ We take a positive approach ▪ We are proud to serve our community | <ul style="list-style-type: none"> ▪ We are ethical and honest ▪ We take responsibility for our actions ▪ We act within statute and law ▪ We take pride in the manner in which we perform our duties | <ul style="list-style-type: none"> ▪ We promote a friendly, supportive work environment ▪ We inspire and encourage innovation ▪ We develop and maintain relationships ▪ We work collectively to achieve common goals ▪ We work collaboratively with our community and external partners | <ul style="list-style-type: none"> ▪ We focus on the future ▪ We respect the environment ▪ We demonstrate leadership by example |