

Manager Integrated Law Library Service

Statement of Duties – November 2016

Title	Manager, Integrated Law Library Service (ILLS)
Number	353228
Award	Tasmanian State Service Award
Classification	Professional Stream Band 3
Output Group	Administration of Justice
Full Time Equivalent	1.0
Division	Supreme Court
Branch	Integrated Law Library Service
Supervisor	Registrar, Supreme Court
Direct Reports	6
Location	Hobart
Terms of Employment	Permanent, full time 73.50 hours per fortnight. Some interstate and intrastate travel may be required
Position category and funding	T237

The Department of Justice

Aim

A safe, fair and just Tasmania.

Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

Divisional Information

The position sits administratively within the Supreme Court which provides a system for the efficient administration of justice and support for the judiciary in the discharge of their duties.

The Supreme Court is the highest court in the state, with the responsibility for both civil and criminal matters. The Supreme Court has unlimited jurisdiction in criminal and civil matters except where legislation, either commonwealth or state, provided otherwise.

The Supreme Court is also a court of review from the Magistrates Court and the majority of tribunals that exercise specialist jurisdiction. The Court has jurisdiction to review decisions and hear applications under a wide range of statutory provisions. The Supreme Court also deals with probate matters.

More information about the Supreme Court is available at www.supremecourt.tas.gov.au.

Organisational Context

The Integrated Law Library Service combines the library resources of the Law Society of Tasmania, the Supreme Court, the Magistrates Court and the Department of Justice to create a publicly accessible Central Collection as well as Discrete Collections.

The library will be responsible for:

- provision of expertise in legal materials and resources;
- provision of specialised information/reference services and products;
- provision of research support;
- management of the Library Collections;
- selection of materials;
- linkages with other libraries and information services;
- training of clients in the use of library services, including electronic services; and
- providing advice on the management and development of each participating organisation's website, as appropriate.

It is envisaged that the integrated law library service will meet in a rational and cost effective way the present and future needs of the parties involved and those of the legal profession in Tasmania for a comprehensive and modern library service.

About the position

Objective

This position is responsible for the management of high quality, cost-effective legal library and information services for Department of Justice, the Law Society of Tasmania, the Supreme Court and the Magistrates Court under the Law Library Agreement. It leads the continuing integration of law library

services, managing, planning and implementing the necessary changes in consultation with the Management Committee, stakeholders and library staff.

Duties

- Lead, co-ordinate, and develop and library and information services, particularly specialised legal information services in and through the ILLS.
- Provide high level professional advice, recommendations and information to the Management Committee on issues, strategies, and policies relating to library and information services.
- Build and develop cooperative working relationships with Law Society of Tasmania, Crown Law, Magistrates Court and other areas within the Department of Justice and the state government.
- Manage the human, physical, financial, systems, and information resources of the ILLS.
- Manage, develop and maintain the collections of the ILLS libraries including rare and historical items.
- Foster the utilisation of law library and information products and services, particularly online services, through marketing, promotion, and training.
- Design, implement and improve library services to ensure cost-efficiency, enhance usability, and to take advantage of new technology.
- Ensure the timeliness, quality and cost effectiveness of ILLS services by identifying and employing key indicators for measurement, evaluation, management and reporting on service performance and service delivery.
- Lead, direct and support opportunities to promote professional growth and ensure the performance of the staff of the Integrated Law Library Service.
- Represent the ILLS in Tasmanian and interstate forums, and participate in cooperative ventures for the benefit of information services for the legal community in Tasmania.

Level of responsibility

The position is accountable to the ILLS Management Committee whose role is to:

- Determine policy and service parameters for the Library.
- Establish, publish and implement a policy for access to the Central Collection by those not permitted access.
- Negotiate, monitor and review the annual service level with the Law Society.
- Negotiate, allocate and oversee the annual Library budget.
- Periodically review the Agreement and recommend to the parties any modifications which it considers appropriate.

Direction and supervision received

- The incumbent operates with considerable operation autonomy according to policies agreed by the ILLS Management Committee. It reports administratively to the Registrar Supreme Court and is responsible for the administration and operation of the Libraries, and the determination of policy decisions not requiring the approval of the Management Committee.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Extensive experience in the provision and development of library and related information services in a specialist library. This includes the demonstrated ability to undertake very advanced and complex legal research.
2. Extensive knowledge of emerging technological and other trends in the delivery of library and information services.
3. High level leadership and change management skills, including demonstrated capacity to manage financial and physical resources, and to manage staff members in accordance with departmental values and principles, including equity, participation and performance management.
4. High level interpersonal and customer service skills, including excellent communication, negotiation and conflict resolution skills, and the ability to develop constructive relationships and build commitment with stakeholder groups, clients and library staff.
5. Excellent strategic, conceptual, and analytical skills and the ability to develop and make sound judgements about ILLS strategies and issues, and to resolve relevant key business process and technology issues.
6. Ability to innovate, and to be adaptable and flexible to achieve results in a changing and multi-stakeholder environment.
7. Be able to understand and apply the requirements of the relevant WHS legislation in their areas of responsibility.

Working environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9).

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.

- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

Requirements

Essential requirements

- Degree or diploma in Librarianship or Information Studies from a recognised University or College of Advanced Education or a post-graduate diploma in librarianship or information studies, and be eligible for admission to Associate membership of the Australian Library and Information Association (ALIA).

Desirable requirements

- Appropriate qualification and/or experience in legal research.