



Library Team Leader Operations

Permanent Full-time

Specific Engagement (140 hours per 4 week roster)

Commencing mid December 2026

Band 5 (\$80,974 - \$94,167) p.a. + Super + Phone Allowance

West Wollert Library

This position includes at least one evening shift per fortnight and potentially weekend shifts

About Yarra Plenty Regional Library

As we continue to grow and enhance the services we provide to our community, we are seeking an enthusiastic and capable **Library Team Leader Operations** to join our team. This is an exciting opportunity to contribute to an organisation committed to delivering exceptional library services and positive community outcomes.

A new library will open in the yet-to-be-named community centre in West Wollert in early 2027. This vibrant new facility will be part of a community hub that also includes a Maternal and Child Health Centre, kindergarten, and flexible community spaces.

The library will offer a diverse collection of books and other resources for the community, along with public access computers and services such as printing, photocopying, and scanning. Designed as a welcoming space for learning, connection, and discovery, the library will provide opportunities for people of all ages to read, learn, work, and engage with their community.

About the Role

As Library Team Leader Operations, you will build strong relationships with member councils and collaborate across YPRL to deliver innovative, community-focused library services.

What You'll Lead

You'll oversee day-to-day branch operations and deliver outstanding library services. You will:

- Lead responsive, high-quality services that meet community needs
- Coach and develop your team to deliver excellent customer service
- Oversee branch operations, administration, facilities and maintenance
- Implement library policies, procedures and operational improvements
- Manage branch resources, collections and IT facilities
- Build strong partnerships with member councils and community stakeholders

Your Operational and Leadership Skills

You'll combine operational expertise with strong leadership to deliver efficient services and a positive team culture. You will:

- Drive efficient, cost-effective services that respond to community needs

- Contribute to policies and operational improvements, advising senior management as required
- Ensure branch facilities are safe, welcoming and accessible
- Maintain high standards across collections, technology and facilities
- Foster an inclusive, supportive workplace through coaching, development and effective change leadership

What You'll Bring

To succeed in this role, you'll have:

- Tertiary qualifications in librarianship recognised by ALIA, or another relevant tertiary qualification, with relevant professional experience
- A passion for accessible, high-quality library services and positive community experiences
- The ability to motivate and develop teams, communicate clearly and build strong relationships
- An understanding of emerging trends, reader services and engaging, relevant collections
- The ability to build partnerships, improve services and strengthen community engagement

If you're passionate about leading teams and creating great library experiences, we'd love to hear from you! APPLY NOW!

How to apply

Before applying for this position, applicants should read the Position Description located on our website (<https://www.yprl.vic.gov.au/about-the-library/work-with-yprl/current-vacancies/>)

To submit an application for this role, please prepare a statement addressing the key selection criteria, along with your current Resume and apply via Seek.

This position will close on **Sunday 1 November 2026 at 11.59pm.**

Interviews will take place as suitable candidates are identified.

For more information on the responsibilities of this role, please refer to the Position Description or contact the Branch Manager, Carly McMartin on cmcmartin@yprl.vic.gov.au or 9464 1864

Applicants must have permanent working rights in Australia to be considered for this position. Appointment to this role is subject to a satisfactory National Police Record Check, and Employee Working with Children Check.