



Team Leader Operations – Position 280

Permanent Full-time

Specific Engagement (140 hours per 4 week roster)

Commencing October/November 2026

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

Heidelberg West Library - Be involved in the opening of our new branch!

This position includes some evening and weekend shifts.

About the Role

Yarra Plenty Regional Library has an exciting opportunity for a permanent full-time Library Team Leader Operations at our new Heidelberg West Library.

Located in a vibrant and diverse community, Heidelberg West Library is a growing branch with a unique opportunity to help shape services, strengthen community connections, and create a welcoming, inclusive space for all.

In this leadership role, you'll oversee daily branch operations, support and develop staff, and deliver exceptional library services that engage and inspire our community. You'll collaborate across YPRL and with member councils to ensure services remain innovative, consistent, and community focused.

What You'll Do

- Lead and support a high-performing library team.
- Deliver outstanding customer and library services.
- Manage day-to-day branch operations, facilities, and administration.
- Drive continuous improvement in policies, procedures, and service delivery.
- Build strong partnerships with councils, community groups, and stakeholders.
- Ensure safe, welcoming, and well-maintained library spaces.
- Deliver Storytimes and support community engagement programs.

About You

You are a qualified and/or experienced library professional with a passion for delivering exceptional community-focused services.

You're a confident and approachable leader who:

- Inspires, develops, and supports teams.
- Navigates challenging conversations with empathy and professionalism.
- Has experience managing Occupational Violence and Aggression incidents.
- Builds strong relationships with diverse communities and stakeholders.
- Embraces innovation and responds to evolving library trends.

Knowledge of, and experience working with, First Nations and Somali communities will be highly regarded.

If you're passionate about people, community, and creating exceptional library experiences, we'd love to hear from you.

How to apply

Before applying for this position, applicants should read the Position Description.

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

This position will close on **Sunday 23 August at 11.59pm.**

Interviews will be given to all eligible employees who fully meet and address the key selection criteria. Please note that if you do not satisfactorily meet the key selection criteria you may be excluded from interview.

Further Information

For more information on the responsibilities of this role, and for the selection criteria, please refer to the Position Description or Coralie Kouvelas on ckouvelas@ypri.vic.gov.au

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