

Library Team Leader Operations

Permanent Full-time

Specific Engagement (140 hours per 4 week roster)

Commencing January 2026

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

Mernda Library

About the Role

We have an opportunity for a permanent full-time Team Leader at Mernda Library, located within Mernda Town Centre.

The Team Leader Operations will be responsible for quality library services, coordinating the team, and supervising operations to develop, inform and connect with our community.

You will focus on building and maintaining positive relationships with our member councils and work collaboratively to ensure consistency across YPRL.

As the Team Leader, your responsibilities will include:

Service Delivery:

- Contribute to achieving the Library Plan, its goals, and objectives.
Support the development and achievement of organizational and team goals.
- Foster a culture of quality, best practices, and customer focus.
- Deliver a range of quality branch library services, including:
 - Staff resources and training.
 - Branch administration, including building maintenance.
 - Operational management.
 - Library policies and procedures.
- Provide leadership and manage day-to-day operations of the branch services.
- Contribute to the review and improvement of branch systems and processes to meet client expectations.
- Participate in the provision of professional and customer-oriented library services and floor duties.
- Collaborate in the evaluation and development of library collections and services.
- Assist in promoting branch library services and offer user education (formal and informal).
- Develop strong relationships and liaise with external parties, including Council departments and community organizations.
- Support the delivery of in-person and online programs.

Operations:

- Ensure branch library services meet client expectations and operate with cost-effectiveness and high-quality customer service.
- Contribute to the development of library policies and provide advice to senior management on operational issues.
- Manage building use, ensuring staff and customer safety.
- Maintain high standards for library collections and IT facilities.

Staff:

- Train and develop library staff.
- Provide an environment that supports staff in developing job competencies and achieving professional goals.
- Support staff in adapting to change and foster a positive attitude toward change.

Roster DetailsWeek 1

Monday: 9.15am – 5.45pm
Tuesday: 9.15am – 5.45pm
Thursday: 9.15am – 5.45pm
Friday: 9.15am – 1.45pm
Saturday: 9.45am – 5.15pm

Week 2

Monday: 9.15am – 5.45pm
Tuesday: 9.15am – 5.45pm
Wednesday: 9.15am – 5.45pm
Thursday: 9.15am – 5.45pm
Friday: 9.15am – 1.45pm

Week 3

Monday: 9.15am – 5.45pm
Tuesday: 9.15am – 2pm
Wednesday: 9.15am – 5.45pm
Thursday: 9.15am – 6pm
Saturday: 9.45am – 5.15pm

Week 4

Monday: 9.15am – 5.45pm
Tuesday: 9.15am – 5.45pm
Wednesday: 9.15am – 5.15pm
Thursday: 9.15am – 5.45pm
Friday: 9.15am – 1.45pm

About you

You are a qualified and experienced library professional, holding tertiary qualifications in Librarianship recognised by ALIA or a relevant tertiary qualification. With a strong commitment to customer service, you are passionate about promoting and delivering high-quality, community-focused library services in a branch setting.

As a capable and inspiring leader, you bring proven people management skills, with the ability to supervise, motivate, and empower staff to perform at their best. You communicate clearly and effectively, both in writing and in speech, and are confident in engaging with a wide range of audiences.

You have a strong understanding of the current trends and challenges in public library services and are committed to continual improvement in service delivery. You're skilled in providing responsive

information and reader advisory services, and you take pride in developing dynamic and relevant library collections.

With a collaborative mindset and a flair for public relations, you build positive relationships and influence others to achieve shared goals. Your focus on excellence, innovation, and community engagement makes you a valuable contributor to any library team.

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 below criteria, along with your current Resume and apply via Seek.

This position will close on **Wednesday 3rd December 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.

Interviews will take place as suitable candidates are identified.

For more information on the responsibilities of this role, and for the selection criteria, please refer to the Position Description or contact **Olivia Chapman**, Branch Manager on ochapman@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***