

Position Description (People Managers) Events, Activities and Partnerships (Team Leader)

Division	City Life
Business Unit	Creative City
Management Level	Team Leader
Grade/Band	6
Date position description approved	4 July 2022

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030-2050 – Continuing the Vision – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

This role leads the development and delivery of diverse, innovative, and inclusive events, activities, and partnerships for the community aligned with the Libraries and Learning strategic plan.

As part of the extended library leadership team, who have carriage of functional and branch based teams that deliver community facing library services including collections, technology, programs and outreach, this role will position the library as an innovative and inclusive service and a space of connection and civic engagement.

Key accountabilities

This role will be required to work in different locations across the library network and work flexibly to support 7-day operations.

- Effectively lead and manage library services, teams with a continuous improvement and innovation mindset.
- Provide coaching, talent development and project management support and leadership to library teams.
- Provide strategic and tactical advice to library leadership team on outreach services to the community, team culture and opportunities.
- Establish and manage strong and effective internal and external relationships that support objectives within portfolio, as well as building lasting and strategic partnerships.
- Lead the development of strategies focusing on;
 - Outreach strategy with strong awareness of strategic focus of the Division
 - Proactive delivery plan
 - Toolkit for operations including relevant policies and procedures
 - Engagement strategy
 - Evaluation frameworks
- Continuously develop staff capabilities in public programming, stakeholder management, evaluation and effectiveness and trends in the public library and cultural sector through coaching and constructive feedback.
- Drive innovative outreach ideas that align with the goals and vision of the Library, and are informed by policies and procedures, data analysis, industry best practice, customer feedback and community consultation.
- Identify, establish and grow partnerships across the Cultural Programs and Services team, City Spaces team, City Life division and the wider organisation to create relevant and strategic collaborative opportunities for events, activities and outreach.
- Manage a budget, procurement, WHS and risk process related to the portfolio.

Key challenges

- Building capacity within a diverse library team to drive a community centric culture.
- Operating at both a strategic and operational level through daily interaction with the team and in response to community needs.
- Establishing and maintaining effective partnerships with multiple stakeholders and consulting effectively to drive strategic objectives.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Direct Reports	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development • Guide, support, coach and mentor
Project Team	<ul style="list-style-type: none"> • Guide, support, coach and mentor team members • Lead discussions and decisions regarding key projects and deliverables

Who	Why
Stakeholders (Communications Partners, WHS Partners, City Spaces, Cultural Programs and Services, City Life Unit)	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External	
Stakeholders (Library Associations, community groups)	<ul style="list-style-type: none"> • Engage in, consult, and negotiate the development, delivery and evaluation of projects • Manage expectations and resolve issues
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues • Negotiate and approve contracts and service agreements • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key dimensions

Decision making

The position is accountable for decisions regarding all project and operational objectives and for the provision of advice to the team members and relevant stakeholders on day to day operational decisions.

Reports to

Area Team Leader

Direct reports

Between 2 and 8

Estimated number of indirect reports

Up to 35

Essential Knowledge, Skills & Experience

- A relevant degree qualification in Library and Information Management, GLAM sector, Leadership and Management, or significant relevant work experience.
- Demonstrated experience in leading and managing teams.
- Demonstrated experience of innovative development of community outreach.
- Demonstrated experience in collaborating with community-based groups, other organisations and government departments.
- Current Working with Children Check.

Capabilities for the position

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Capability Group	Capability Name	Level
Leadership	Displays Awareness of Self and Others	Team Leader/ Supervisor
	Cultivates Productive Relationships	Team Leader/ Supervisor
	Drives Results	Team Leader/ Supervisor
	Develops People and Culture	Team Leader/ Supervisor
	Operates Strategically	Team Leader/ Supervisor
Management	Technology and Information Management	Team Leader/ Supervisor
	Finance and Resource Management	Team Leader/ Supervisor
	Asset Management	Team Leader/ Supervisor
	Risk Management, Safety and Compliance	Team Leader/ Supervisor
	Procurement and Contract Management	Team Leader/ Supervisor
	Project Management	Team Leader/ Supervisor
	Change Management	Team Leader/ Supervisor
	People Management	Team Leader/ Supervisor