Role Description
Senior Librarian

Cluster	Department of Premier and Cabinet
Agency	Art Gallery of NSW
Division/Branch/Unit	Research Library & Archive
Location	Sydney
Classification/Grade/Band	Librarian Grade 3
Kind of Employment	Ongoing
Role Number	50000206
ANZSCO Code	224611
PCAT Code	1119192
Date of Approval	2019
Agency Website	

Overview

The Art Gallery of New South Wales (the Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is an executive agency under the Department of Premier and Cabinet. The Gallery is in The Domain adjacent to the Royal Botanical Gardens and the Central Business District on the lands of the Gadigal peoples of the Eora nation, and attracts around 1.4 million visitors annually.

The Gallery holds significant collections of Aboriginal & Torres Strait Islander, Australian and International art and presents a dynamic program of temporary exhibitions involving significant loans from national and international collections. The Gallery also manages the Brett Whiteley Studio in Surry Hills. The Gallery employs 350 people on an annual basis and has a current effective full-time equivalent of around 215 staff. As the state's leading institution for the visual arts, the Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

The Gallery is currently undergoing planning for its expansion. The Gallery's expansion, known as the 'Sydney Modern Project' or 'SMP', involves the construction of a new building to the north of the existing Gallery building as well as some modifications to the existing building.

Primary purpose of the role

Assist the head of the National Art Archive and Capon Research Library in managing and providing overall direction for the division's services and collections, in accordance with the Gallery's strategic direction. Promote and enhance the profile of the National Art Archive and Research Library as resources of national and international significance through collecting, exhibitions, programs and publications.

Key accountabilities

- Coordinate the provision of efficient and effective research services to staff, artists and the general public.
- Works closely with other members of the Collection division of the Gallery to integrate and activate the resources of the National Art Archive and the Gallery's Research Library within the Gallery's wider framework of exhibitions, publications and programs.

- Advise on the selection and assessment of archival collections for acquisition.
- Select resources for the Research Library to support the collection of the Gallery, research for exhibitions and the provision of public programs.
- Maintain up-to-date knowledge of new and changing technologies and the consequent impact on/opportunities for the services and collections of the National Art Archive and Research Library.
- Contribute to operational planning, development and review of policies, systems, workflows and procedures for the library and archive.
- Represent the Gallery where pertinent on external committees and forums related to the collections of the library and archive.

Key challenges

- Develop expertise and recognition as a specialist through professional development and activities
- Work with many different departments and internal and external stakeholders in a complex work environment.
- Effectively manage and deploy resources, which combine permanent and temporary staff and the use of volunteers, to deliver on operational and project requirements in an environment of competing priorities, achieving consistent and effective services and meeting the requirement of continuous improvement.

Key relationships

Who	Why
Internal	
Head of Library Services	• Provides advice and shares ideas and information to support the delivery of services.
Direct reports	• Communicates with team members to share information, delegate tasks, manage performance, lead cultural change and provide training, development, coaching and guidance • Leads regular team meetings and process review and improvement projects
Library Staff	• Shares ideas and information, builds knowledge and skills, seeks advice and approval, and solves problems. • Provides training to other staff and contributes to process review and improvement projects within the branch and division.
Gallery Staff	• Represents the Archive and Library by participating in project teams, workgroups and committees
Volunteers	• Co-ordinates workflow of a team of specialist and non-specialist volunteers to ensure the effective operation of the Archive and Library
External	
Onsite and offsite clients	• Communicates to provide services, including responding to complex inquiries, within agreed service standards and timeframes. • Liaises with stakeholders about the delivery of services, quality and service improvements.

Who	Why
	• Prepares and delivers presentations to Library clients and students and professional researchers.
Patrons and donors	• Develops relationships that support the collections and services of the National Art Archive and Research Library
Other organisation's concerned with the management and delivery of information services	• Establishes a network and consults with professional and industry colleagues about policies and best practice, quality initiatives, change management, co-operative arrangements and joint projects, and technology developments • Participates in external forums.

Role dimensions

Decision making

- Deals independently with a range of professional and operational decisions, referring to the Manager where there may be wider implications.
- Provides advice and recommendations to the Manager on issues related to the management of Library and Archive collections
- Provides advice on the selection and acquisition of archives for inclusion in the National Art Archive

Reporting line

This role reports to the Head of Library Services

Direct reports

Roles that report to the Senior Librarian are Librarian Grade 2 and Librarian Grade 1

Budget/Expenditure

N/A

Essential requirements

- Degree in Library and Information Science or equivalent as recognised by the Australian Library and Information Association (ALIA), coupled with a minimum of 10 year's library experience, preferably working in an art library or related specialist collection.
- Demonstrated experience collaborating with professional colleagues in the integration of archival and library resources in exhibitions, public programs, online content and new approaches to collection management.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	**Adept**
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	**Adept**
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Intermediate
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	Project Management	Adept
People Management	**Manage and Develop People**	**Adept**
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	**Adept**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	• Tailor communication to the audience

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		• Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness

Group and Capability	Level	Behavioural Indicators
		• Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks. • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
People Management Manage and Develop People	Adept	• Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks
People Management Manage Reform and Change	Adept	• Actively promote change processes to staff and participate in the communication of change initiatives across the organisation • Provide guidance, coaching and direction to others managing uncertainty and change • Engage staff in change processes and provide clear guidance, coaching and support • Identify cultural barriers to change and implement strategies to address these