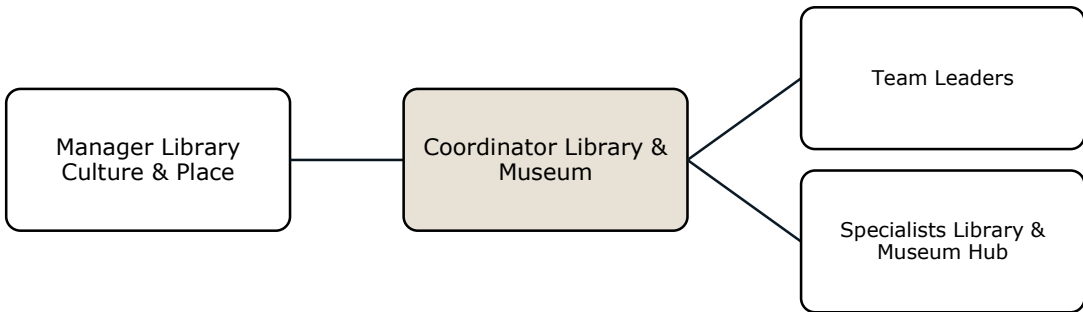


Position Description

Position Information		
Job Title:	Coordinator Library and Museum	Division: Development & Communities Department: Library Culture & Place Section: Library & Museum Services
Classification:	6/7	
Position Number:	107	
Last Reviewed:	17 September 2026	
Our Vision		
We create a supportive and inclusive workplace where everyone is valued, trusted, and given the opportunity to grow, working together to make Belmont a better place for all.		
Our Values		
In everything we do, we will keep to a set of values that guides our attitudes and behaviours. Collaboration: We work together openly and inclusively to achieve shared outcomes. Integrity: We act ethically and consistently – doing what we say we will do, even when it's challenging. Respect: We treat everyone with dignity, empathy and fairness. Community: We put people at the heart of everything we do and build strong relationships to deliver positive outcomes.		
Organisational Relationship		
 <pre> graph LR A[Manager Library Culture & Place] --- B[Coordinator Library & Museum] B --- C[Team Leaders] B --- D[Specialists Library & Museum Hub] </pre> The diagram illustrates the organisational structure. A box on the left labeled 'Manager Library Culture & Place' is connected by a horizontal line to a central box labeled 'Coordinator Library & Museum'. From the right side of the central box, two lines branch out to two separate boxes on the right: 'Team Leaders' (top) and 'Specialists Library & Museum Hub' (bottom).		
Position Objectives		
Responsible for the provision and delivery of Library and Museum services to the community, ensuring they are run efficiently and effectively and meet organisational and community objectives.		
Key Responsibilities		
- Responsible for overseeing day-to-day activities of the Library and Museum Services Section in an efficient and effective manner to ensure organisational objectives are achieved. - Direct the activities of staff and volunteers, ensuring they are provided with appropriate training and development opportunities to enable them to undertake their duties to the standard required to achieve agreed Departmental outcomes. - Assist in the development, implementation and review of strategies, policies, work practices and procedures of the Section to ensure they remain contemporary, sustainable and meet the needs of the organisation and community. - Prepare annual budgets and monitor expenditure and income for all areas under direct responsibility to ensure compliance with approved budget parameters ensuring the Manager Library, Culture & Place is advised of potential issues that may impact budget allocations. - Responsible for oversight of key issues and in particular those relating to Western Australian Public Libraries, State Library of Western Australia (SLWA), the Library Board of Western Australia and other relevant agencies that impact on the delivery of the City's public library and museum services.		

- Oversee the management, development and evaluation of the library and museum collections to ensure customer needs are met and the integrity of associated databases are maintained.
- In collaboration with the IT Department, oversee the Section's software needs and coordinate ongoing requirements including hardware, software, upgrades and replacements as required.
- Receive public and general enquiries, complaints and correspondence, taking appropriate action in line with established policies and practices and with the aim of maintaining a strong customer focussed service.
- Research, prepare and present reports and discussion papers to Council and relevant Committees, as required.
- Represent the City on external bodies as required.
- Establish and maintain effective networks with other local governments and relevant stakeholders as required to provide a complementary and coordinated approach to the delivery of Library and Museum services with no inappropriate duplication of programmes or initiatives
- Collaborate with the Manager Library, Culture & Place and the Public Relations and Stakeholder Engagement Department, to undertake community consultation and/or surveys to assess service performance to better meet the needs of the community.
- Provide back up and support to the section including undertaking general library and museum duties as required.

Leadership:

- Foster a shared sense of purpose, by promoting a collaborative and positive work environment, that motivates and enables the team to successfully support the City's objective of keeping the community well informed.
- Oversee and allocate work to the team, including monitoring service delivery based on organisational objectives.
- Participate in recruitment and induction processes.
- Coach team members and identify suitable learning opportunities to help improve performance and development.
- Provide accurate positive reinforcement and constructive feedback and addresses performance issues in a timely and effective way.
- Strengthen cross-functional internal relationships by building and maintaining positive relationships with all departments.

General:

- Work collaboratively with the broader Library Culture & Place team.
- Provide customer service in accordance with the City's Customer Service Charter.
- Undertake administrative and financial responsibilities in accordance with City policies and procedures.
- Demonstrate leadership in equal opportunity and diversity and ensure the working environment is free from bullying, discrimination and harassment.
- Promote compliance with Work, Health & Safety and Environment policies and procedures to ensure safe work practice and a safe work environment, whilst protecting and sustaining the environment.
- Encourage recommendations to improve systems, policies and practices to ensure the continuous improvement of the City's Business Management System.
- Undertake other duties as directed within the scope and level of this position.

Position Requirements

Skills:

- Highly developed interpersonal, negotiation and conflict resolution skills with the ability to communicate with a wide range of people and groups to ensure delivery of a high level of customer service.
- Ability to think strategically, exercise initiative and make good decisions as required and in particular, appropriately handle confidential and sensitive matters.
- Highly developed organisational and administrative skills with proven ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet deadlines and achieve organisational objectives.
- Highly developed communication skills, including the ability to conduct research and write clear and concise letters and reports, including policies and procedures.
- Ability to prepare and effectively monitor budgets and prepare financial reports.

- Proven ability to effectively manage staff and volunteers to achieve organisational outcomes.
- Highly Developed ability to work effectively under pressure, both as a team member and autonomously, with minimal supervision.
- Highly developed ability to utilise personal computer applications, in particular the Microsoft Office suite of products (i.e. Word, Excel, Adobe Acrobat Writer, Outlook), including previous relevant experience using a computerised Library Management System.

Knowledge:

- Sound knowledge and understanding of Work Health and Safety requirements, relevant to this position.
- Detailed knowledge and/or understanding of the needs of the relevant target groups.
- Detailed understanding of applicable legislative requirements and in particular, the State Library of Western Australia.

Experience:

- Significant relevant experience working at an equivalent level in a similar position within the Public Library and/or Museum/Heritage areas.

Qualifications/Tickets/Clearances etc.:

- Completion of, or significant progress towards, a relevant tertiary qualification in Library and/or Museum/Heritage studies, or a recognised equivalent, or comparable relevant experience in a similar role.
- Possession of, or the ability to acquire, a satisfactory National Police Clearance Certificate (dated within the last 12 months).
- Possession of or ability to acquire a current motor vehicle driver's licence.

Working Relationships

Internal:

- Finance Department
- Public Relations & Stakeholder Engagement department

External:

- State Library of WA
- Public Libraries WA (PLWA)
- Vendors

Extent of Authority

- Works under limited direction.
- Set outcomes for the work area.
- Exercises a degree of autonomy, but advice is available on complex or unusual matters.
- Responsible for decision making in their work area.
- Undertakes problem definition and solving and exercises judgement and initiative to resolve issues.