



**Government of South Australia**  
Department of the Premier  
and Cabinet



**DIRECTOR, STATE LIBRARY  
OF SOUTH AUSTRALIA**

**ROLE DESCRIPTION**

**JULY 2018**

## ROLE DESCRIPTION STREAM A (SAES1)

<p><b>ROLE TITLE:</b> Director, State Library of South Australia</p> <p><b>CLASSIFICATION:</b> SAES1</p> <p><b>ROLE NUMBER:</b> M00166</p>	<p><b>AGENCY:</b> Department of the Premier and Cabinet (DPC)</p> <p><b>DIVISION:</b> Arts South Australia</p> <p><b>BUSINESS UNIT:</b> State Library of South Australia</p>		
<p><b>REPORTS TO:</b> Executive Director, Arts South Australia and Libraries Board</p>	<p><b>ROLES REPORTING TO THIS ROLE:</b> Associate Director x 2; Finance and Directorate Manager</p>		
<p><b>ROLE PURPOSE:</b> The Director State Library of South Australia is responsible for efficient and effective management of the State Library (including Public Library Services) and the provision of high level strategic and operational advice to the Libraries Board, Executive Director, and the Premier on matters relating to libraries and information policy.</p>			
<p><b>KEY OUTCOMES OF ROLE</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; border-right: 1px solid black;"> <p>1. Ensure the efficient and effective strategic management of the State Library and Public Library Services (PLS) including:</p> <ul style="list-style-type: none"> <li>• Leading the development, implementation and review of strategic and business plans.</li> <li>• Development and management of personnel, financial resources, collections and assets to achieve organisational objectives.</li> <li>• Negotiation and management of the Memorandum of Agreement for Public Library and Community Information.</li> <li>• Ensuring that the requirements of the Libraries Act (1982) are met.</li> </ul> <p>2. Provide leadership to the public libraries sector within SA, including:</p> <ul style="list-style-type: none"> <li>• The marketing of the State Library and public libraries.</li> <li>• Innovation in the development and delivery of information services and programs.</li> <li>• The contribution of libraries to arts and cultural development.</li> <li>• Contributing to the work of National &amp; State Libraries of Australasia and the International Federation of Library Associations.</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p>3. Ensure the development and maintenance of collaborative working relationships with key Library stakeholders, including with:</p> <ul style="list-style-type: none"> <li>• Local Government Association, Public Libraries Network and individual councils</li> <li>• Relevant businesses, community groups and the government regarding the delivery of library and information services</li> <li>• Friends, Royal Geographical Society, , Royal South Australian Society of Arts, and other associated groups</li> <li>• The schools sector</li> <li>• Universities</li> <li>• Arts and cultural institutions within the North Terrace precinct, across the State and nationally</li> </ul> <p>4. Undertake an active role in fundraising objectives and activities, including with the Friends of the State Library.</p> <p>5. Comply with employee and manager requirements of relevant legislation, policies and procedures, including Code of Ethics for Public Sector Employees, Work, Health and Safety and EEO requirements.</p> </td> </tr> </table>		<p>1. Ensure the efficient and effective strategic management of the State Library and Public Library Services (PLS) including:</p> <ul style="list-style-type: none"> <li>• Leading the development, implementation and review of strategic and business plans.</li> <li>• Development and management of personnel, financial resources, collections and assets to achieve organisational objectives.</li> <li>• Negotiation and management of the Memorandum of Agreement for Public Library and Community Information.</li> <li>• Ensuring that the requirements of the Libraries Act (1982) are met.</li> </ul> <p>2. Provide leadership to the public libraries sector within SA, including:</p> <ul style="list-style-type: none"> <li>• The marketing of the State Library and public libraries.</li> <li>• Innovation in the development and delivery of information services and programs.</li> <li>• The contribution of libraries to arts and cultural development.</li> <li>• Contributing to the work of National &amp; State Libraries of Australasia and the International Federation of Library Associations.</li> </ul>	<p>3. Ensure the development and maintenance of collaborative working relationships with key Library stakeholders, including with:</p> <ul style="list-style-type: none"> <li>• Local Government Association, Public Libraries Network and individual councils</li> <li>• Relevant businesses, community groups and the government regarding the delivery of library and information services</li> <li>• Friends, Royal Geographical Society, , Royal South Australian Society of Arts, and other associated groups</li> <li>• The schools sector</li> <li>• Universities</li> <li>• Arts and cultural institutions within the North Terrace precinct, across the State and nationally</li> </ul> <p>4. Undertake an active role in fundraising objectives and activities, including with the Friends of the State Library.</p> <p>5. Comply with employee and manager requirements of relevant legislation, policies and procedures, including Code of Ethics for Public Sector Employees, Work, Health and Safety and EEO requirements.</p>
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<p><b>KEY RELATIONSHIPS / INTERACTIONS</b></p> <ul style="list-style-type: none"> <li>• Executive Director, Arts South Australia, senior government officers and Ministers</li> <li>• Libraries Board, particularly the Chairman</li> <li>• Friends of the State Library</li> <li>• Public Libraries SA Executive and Public Libraries Network</li> </ul>	<ul style="list-style-type: none"> <li>• Tenants of State Library complex</li> <li>• Cultural, collecting and heritage institutions and organisations</li> <li>• National and State Libraries of Australasia (NSLA)</li> <li>• National and international cultural organisations and individuals</li> </ul>		
<p><b>SPECIAL CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• Out of hours work will be required.</li> <li>• Interstate and International travel may be required.</li> </ul>			

## KEY SELECTION CRITERIA

- Demonstrated success in financial, operational and resource management at a senior level.
- High development capacity to provide strategic leadership and vision.
- Proven ability to identify opportunities and successfully develop collaborative, strategic partnerships with public and private sector organisations
- High level interpersonal , communication, presentation, negotiation and conflict resolution skills
- Proven ability to manage operations and staff, particularly in periods of significant change.
- High level marketing, public relations and entrepreneurial abilities.
- Political astuteness and an awareness of and sensitivity of government processes
- Proven ability to identify, plan and project manage strategic activity and deliver required business outcomes
- High level organisation decision making and problem solving skills
- Proven experience in the practical application of policies, procedures and legislation (eg; WHS) in the work environment, as a manager and employee
- Possess a discipline relevant tertiary qualification.
- Substantially meets the Executive Competencies.

## DPC VALUES

DPC's Values support the achievement of our objectives and build a high performing workplace. We will:

- Put our customers and citizens at the centre of our decision making (*Service*)
- Encourage and support innovation (*Innovation*)
- Respect and value our people and ensure their safety and wellbeing (*Respect*)
- Take pride in our organisation, our work and ourselves (*Professionalism*)

## CORPORATE RESPONSIBILITIES

Responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the legislative requirements of the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.

## SOUTH AUSTRALIAN EXECUTIVE (SAES) CORE COMPETENCIES

### Shapes Strategic Thinking and Change

Anticipates and plans for future events, trends, problems and opportunities and exercise sound judgement. Develop creative solutions, stimulating new ways of thinking and solving problems.

Key Elements of the Competency:

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| <ul style="list-style-type: none"> <li>▪ Creates Vision</li> <li>▪ Inspires</li> </ul> | <ul style="list-style-type: none"> <li>▪ Thinks and Acts Strategically</li> <li>▪ Leads and Influences Change</li> </ul> | <ul style="list-style-type: none"> <li>▪ Solves Problems</li> </ul> |
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### Achieves Results

Makes timely, quality decisions taking a broad range of factors into consideration. Evaluates reasonable risk taking opportunities. Sets broad organisational goals and priorities in order to drive results consistent with government direction and public expectations.

Key Elements of the Competency:

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|--|---|--|
| <ul style="list-style-type: none"> <li>▪ Achieves and Delivers Results</li> <li>▪ Drives Organisational Effectiveness</li> <li>▪ Exercise Sound Judgement</li> </ul> | <ul style="list-style-type: none"> <li>▪ Manages Compliance with Legislation</li> <li>▪ Assumes Accountability</li> </ul> | <ul style="list-style-type: none"> <li>▪ Evaluates</li> <li>▪ Applies Technical Expertise</li> </ul> |
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### Drives Business Excellence

Builds an effective, sustainable and high performing organisation through leadership. Engages and aligns human, financial and information resources to achieve strategic targets. Plans for future organisational needs to minimise risk and maximise opportunity. Leads organisational change that maximises results.

Key Elements of the Competency:

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|---|--|--|
| <ul style="list-style-type: none"> <li>▪ Influences Organisational Performance</li> <li>▪ Predicts and Plans for Future Organisational Needs</li> </ul> | <ul style="list-style-type: none"> <li>▪ Leads and Develops People</li> <li>▪ Builds Capability and Expertise</li> </ul> | <ul style="list-style-type: none"> <li>▪ Promotes a Customer Service Ethos</li> <li>▪ Directs Resources</li> </ul> |
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### Forges Relationships and Engages Others

Builds effective working relationships, networks and partnerships with internal and external bodies at all levels. Creates a commitment to customer service excellence. Actively listens to what others have to say and responds in a clear, concise and diplomatic manner. Adapts communication style as appropriate.

Key Elements of the Competency:

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>▪ Develops and Uses Political Savvy</li> <li>▪ Negotiates and Influences</li> <li>▪ Manages Conflict</li> </ul> | <ul style="list-style-type: none"> <li>▪ Promotes Information Sharing and the Gathering of Knowledge</li> </ul> | <ul style="list-style-type: none"> <li>▪ Establishes and Maintains Strategic Networks</li> <li>▪ Communicates Clearly and Adapts to Audience</li> </ul> |
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### Exemplifies Personal Drive and Professionalism

Models ethical practice and embeds the values of the public sector into the culture of the organisation. Acts with integrity while promoting consistency among principles, values and behaviours. Sets challenging personal and organisational performance standards and pursues them with passion and energy.

Key Elements of the Competency:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>▪ Models the South Australian Executive Service Values</li> <li>▪ Engages with Risk and Shows Personal Courage</li> </ul> | <ul style="list-style-type: none"> <li>▪ Displays Flexibility and Resilience</li> <li>▪ Demonstrates Self Awareness and a Commitment to Personal Development</li> </ul> | <ul style="list-style-type: none"> <li>▪ Promotes and Integrates Diversity into the Workplace</li> <li>▪ Values Wellbeing for Self and Others</li> </ul> |
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## HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by email to [23354@hender.com.au](mailto:23354@hender.com.au)

Telephone enquiries are welcome and may be directed to Justin or Emily Taliangis on (08) 8100 8830.

### **Please Note**

Your application will be automatically acknowledged by a return email.