

Position description

Title:	Collection Development Librarian	Position Number	3925
Classification:	Level 5 – Level 6		
Hub:	Community	Program Area:	Library & Family Services
Reports to:	(Senior) Coordinator Library Systems & Collections		
Direct Reports:	Systems and Collections Officer, Systems and Collections Support Officer		

Our vision and mission

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

Our strategic directions

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

Organisation operating model

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.



Position objective

The Collection Development Librarian ensures that collections remain relevant, inclusive, and accessible to meet community needs while maximising impact through efficient budget allocation. Leading the collections team, this role oversees collection development and acquisitions for City of Darwin Libraries, ensuring all processes align with community demand and library standards.

Key result areas

Corporate identity

- Promote and embody City of Darwin's Vision and Mission.
- Promote and embody City of Darwin's staff values, CARES (**C**ustomer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity).
- Act in accordance with and abide by the City of Darwin's Code of Conduct.



Service delivery

- Lead the management and assist with the long-term planning of digital and physical collections, ensuring they are developed, maintained and enhanced to meet both current and future community needs.
- Manage and monitor collections expenditure in accordance with organisational guidelines to maximise budget efficiency.
- Supervise and support the collections team to enhance efficiency and effectiveness in service delivery across the City of Darwin Libraries.
- Ensure library materials are selected, ordered, received and processed in an efficient and effective manner.
- Ensure that the collection reflects diverse perspectives and is inclusive of various cultural, linguistic, and social backgrounds, actively seeking out materials from underrepresented groups.
- Develop and maintain dashboards, spreadsheets and regular reports relating to collection performance, circulation, membership, digital usage and customer trends.
- Analyse reports, usage patterns, and benchmarking data to offer insights for maintaining collection relevance and effectiveness and play a key role in the annual collection review and development of the annual collection development plan.
- Contribute to the administration and quality control of library system records, including item records, patron records, supplier records and acquisitions data.
- Assist with testing new system functionality, software updates and changes to workflows prior to implementation.
- Actively maintain and update professional knowledge, monitor trends and provide specialist advice and recommendations on issues and trends affecting collections and libraries.
- Champion intellectual freedom and freedom of access to information by promoting collection practices that reflect diverse viewpoints, support equitable access and uphold the library's commitment to the free flow of information and ideas. Provide guidance to staff on responding



to collection concerns, challenges or requests for reconsideration in line with library policy and professional standards.

- Create and periodically update documentation regarding collection development, weeding, and acquisitions to ensure processes are effective and aligned with community needs and library standards.
- Oversee the strategic management of the Books on Wheels (BOW) service to ensure the service aligns with library goals and effectively meets community needs.
- Contribute to the planning and implementation of marketing strategies and activities designed to promote library collections to the Darwin community.
- Collaborate with Libraries & Archives NT regarding the allocation and expenditure of the Library Resource Allocation (LRA) for City of Darwin Libraries.
- Participate in NT-wide collection management groups to foster knowledge-sharing and collaboration, supporting shared collections and best practices across the public library network.
- Supervise stocktaking for all City of Darwin Libraries.
- Ensure Library customers are provided with a positive, proactive and responsive customer service experience.
- Engage, support and connect library users with services, resources and activities.
- Assist customers in the library with general enquiries and the use of technology.
- Support customers in the use of self-serve technologies, computers, tablets and mobile devices, including social media and eBooks.
- Explain procedures and regulations to library customers.
- Participate in library activities and attendance at special events.
- Maintain order of library collections through shelving, sorting and shelf reading.
- Ensure all works performed are in accordance with standard operating procedures.
- Take on the role of Officer in Charge when required and be responsible for the day-to-day operations of the library including responding to escalated tasks and events.

- Handle difficult situations with empathy and care, using your de-escalation skills to maintain a safe and respectful space.
- Contribute to a healthy team culture by staying steady under pressure and being mindful of how ongoing difficult situations might affect you and others.

Team support (people and capability)

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Actively coordinate, lead and participate in team meetings and other relevant forums, events or organisational meetings as required.
- Lead by example and maintain team compliance with all Human Resources policies, procedures and practices to ensure appropriate, fair and equitable people management is maintained at all times including, but not limited to:

- Authorise fortnightly timesheets and relevant leave applications for direct reports.



- Effectively manage employee relations issues in conjunction with Senior Management and Human Resources
 - Undertake recruitment activities and onboarding activities, such as providing a thorough departmental induction, as required.
- Proactively engage in performance management processes (i.e. probation reviews and annual performance appraisals) as required.
 - Undertake any other duties within the skill and scope of the position or your skill set, as directed.

Workplace health and safety

- Lead by example and maintain section compliance with all Workplace Health and Safety policies, procedures and practices to ensure City Of Darwin's duty of care and legislative obligations are maintained at all times including, but not limited to:-
 - Report all incidents, near misses and hazards immediately.
 - Investigate all accidents/incidents and ensure that adequate control measures are implemented to prevent reoccurrence.
 - Supervise and assist the WHS team in the return to work process for all injured employees.
- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems
- Comply with City of Darwin's Workplace Health and Safety (WHS) policies and procedures and WH&S Management System.

Position prerequisites

Level 5

- ALIA-accredited Diploma qualification in Library and Information Science.
- Minimum of two (2) years' experience in collection development including acquisitions, collection reviews, budget management and LMS management within a public library setting or similar.
- Minimum of one (1) year of leadership experience including managing staff.
- NT Working with Children Clearance.
- Police Check.
- Flexibility to work at multiple library locations.
- Ability to work within a library roster, including evenings and weekends.

Level 6

- ALIA-accredited undergraduate or postgraduate qualification in Library and Information Science.
- Minimum of four (4) years' experience in collection development including acquisitions, collection reviews, budget management and LMS management within a public library setting.
- Minimum of two (2) years of leadership experience including managing staff.



- NT Working with Children Clearance.
- Police Check.
- Flexibility to work at multiple library locations.
- Ability to work within a library roster, including evenings and weekends.

Desirable

- Possession of a Class C Drivers Licence.

APPROVED BY:

A handwritten signature in black ink, appearing to read "Rose".

Date: 7/5/2026

Executive Manager Library & Family Services

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date _____

