

Position Description –

Executive Manager Libraries
Band 7

OUR VISION

Our vision is for connected, inclusive and resilient communities that are supported to grow and thrive.

MISSION
SUPPORTING
OUR COMMUNITIES
IS OUR MISSION.
WE HELP PEOPLE:



CONNECT

We are responsive and bring people together



BELONG

We are inclusive and work with you



LEARN

Our free resources allow minds to explore & create



OUR VALUES

Relationships

We build relationships with our stakeholders, communities and each other.

Excellence

We will deliver excellence in everything we do.

Bravery

We anticipate and bravely adapt with the changing needs of our communities.



Myli acknowledges the traditional custodians of the various lands where our services and programs take place. We pay our respect to Elders past, present and emerging.



Myli is committed to the safety and wellbeing of all children and young people.



Position Description

Position: Executive Manager Libraries

Reports to: Deputy CEO

Direct Reports: Yes

Position Classification: Band 7

Myli - My Community Library

Myli is a not-for-profit and charity organisation delivering specialised library services for our communities. Myli is a leader and is highly regarded across the State in delivering public library services in Victoria. Myli is a library service that is constantly listening, testing, and adapting to the changing needs of our community. We build knowledge and skills that strengthen our community. We really do see libraries differently. Myli libraries are not just physical spaces, we put a focus on virtual and flexible services. We cater to the present whilst anticipating the needs and expectations of future generations.

We are driven by our vision to connect and innovate. We know that staying relevant is the only way to engage a community. These needs change over time, and we must have the agility to foresee the future, be ready, and adapt.

Values and Culture

Central to the delivery of quality library services for our communities is the support for our people. Myli stands out from the crowd because we think differently, we have an innovative mindset and bring a contemporary approach to the delivery of library services.

- We live our values by being brave, building relationships and delivering excellence.
- We **bravely** anticipate and adapt with the changing needs of our communities.
- We build **relationships** with our stakeholders, communities, and each other.
- We deliver **excellence** in everything we do.

Myli fosters a culture of leadership, empowerment, innovation, kindness, and psychological safety at every level.

Duties and Responsibilities

In this position you will work closely with the Chief Executive Officer, Deputy CEO, People and Culture team and Executive Leadership Team. You will lead, coach, and support your team to deliver exemplary services across all Myli libraries.

A key focus will be to develop strong partnerships, collaborate with councils and identify Business Development opportunities. Additionally, you will ensure that the organisation's mission, vision, and values are at the core of Myli's culture.

Leadership

- Ability to create and implement long-term strategies that align with organisational goals and market trends.
- As a member of the Executive Leadership Team contribute to the organisation's strategy and growth plans.
- Engage with special interest groups and activities to build the organisations profile and reputation.
- Managing the implementation of policies, systems, and processes across all libraries.
- Guide, support, and mentor the Area Managers ensuring they adopt a solutions-focused approach to problem-solving.
- Cultivate a growth mindset in your learning and interactions with others.
- Participate in board meetings, providing insights and updates on strategic initiatives and department performance.
- Build a culture of innovation that supports experimentation and accepts failure as part of the learning process.
- Develop strong networks (both internal and external) to help increase the impact of our service delivery.
- Provide leadership in fostering an open, positive, and inclusive workplace culture.
- Build strong relationships with the Executive Leadership Team, direct reports and staff more broadly to ensure the organisations culture continues to thrive.

Accountability and Extent of Authority

- Provide leadership and guidance to ensure all decisions and actions have a positive effect on the culture of the organisation.
- Ensure any purchases made on behalf of the organisation is made in accordance with the Procurement Policy and your delegated authority.
- Managing and overseeing the library budget including forecasting financial needs and allocation of resources to maintain compliance.
- Provide strategic advice, guidance and support to Area Managers to assist them in establishing key performance indicators and enhancing staff performance.

Judgement and Decision Making

- Review department policies identifying any gaps and/or changes and make recommendations for improvement as required.
- Ability to identify and implement strategies that will support the future development and growth of the organisation.
- Provide guidance to managers to resolve issues relating to employee performance, health and wellbeing and engagement. Offer guidance and support to managers, addressing matters related to employee performance, health and well-being and engagement.
- Make informed and timely decisions by analysing relevant data, considering potential impacts, and balancing short-term needs with long-term goals.

Specialised Skills and Knowledge

- Experience in identifying, developing and maintaining strategic partnerships to drive business growth.
- Demonstrated ability to lead and manage organizational change.
- A strong understanding of financial management, including budgeting, forecasting and financial analysis.
- Strong analytical and critical thinking skills to inform data-driven decisions and improve overall outcomes.
- Excellent people management and leadership skills, with the ability to motivate and guide teams to achieve success.
- Expertise in conflict resolution and fostering collaboration within teams.

Management Skills

- Lead, mentor and manage a high performing team taking a collaborative and contemporary leadership style that drives best practice leadership and engagement.
- Excellent organisational and time management skills to ensure deadlines are met and set outcomes achieved.
- Strong project management skills that support the development, planning and implementation of key strategic projects.
- Lead a large, diverse team fostering a culture of accountability, collaboration and continuous improvement.
- Set and implement KPI's, goals and performance targets that align with strategic plans and objectives.
- Excellent organisational and time management skills to ensure deadlines are met and set outcomes achieved.
- Strong project management skills that help support the planning and implementation of new systems, processes, procedures, and staff performance.
- The management of team members referencing productivity, time management, setting priorities and employee development.
- Contribute to the development and implementation of long-term staffing strategies.
- Demonstrated experience in formulating and delivering accurate and timely reports and presentations.

Interpersonal Skills

- Demonstrated ability to communicate effectively with people from diverse community sectors and backgrounds.
- Exceptional communication skills to articulate vision, strategies, and goals to internal and external stakeholders.
- The ability to work as a team member, building and maintaining close working relationships with staff and the community.
- Strong ability to work under pressure in a flexible environment leading and motivating your team to work together and support each other.
- Lead, manage and mentor the team to continually improve their performance and demonstrate their ability to grow and improve.

- Strong self-motivator with a willingness to professionally develop.
- Proven ability to manage time effectively, balancing multiple priorities and meeting deadlines.
- Strong track record of ethical behaviour and a clear commitment to upholding the values and ethics of Myli.

Qualifications and Experience

- Bachelor's degree in business administration, management, or a related field (required).
- Master's Degree (MBA) or other advanced degree in a relevant field (desirable).
- Proven track record of at least 5-10 years of management experience, with progressively increasing responsibility.
- Demonstrated success in leading teams and managing cross-functional projects
- Proven experience in coaching and developing high-performing teams.

Health and Safety

- Myli is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform duties in accordance with the Occupational Health and Safety Act.
- Participate in Occupational Health and Safety training.
- Contribute ideas and suggestions that promote safety awareness.
- The organisation requires that staff present to work free from the influence of alcohol and illicit drugs.
- The organisation is committed to the maintenance of a safe and healthy work environment for all employees. In the pursuit of this, the organisation is committed to the continuing compliance with all relevant legislation and the ongoing development of Work Health and Safety.
- Myli is a non-smoking organisation.

Version Control

Document Creator: Manager People and Culture	Approved By: Chief Executive Officer
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