

Job Description Form



The State Library connects Western Australians with information and ideas.

Our Organisation Values:

- We value Western Australia's unique and diverse stories
- We believe knowledge has the power to transform lives and information should be freely available to everyone
- We keep the community at the heart of our decisions about collections, programs and services
- We collaborate to benefit the community
- We recognise that Western Australia is a large state with diverse needs

POSITION DETAILS

Position Title: Project Officer Indigenous Literacy (50D)	Position Number: 13065	Classification Level: Level 4
Directorate: Library Services (Better Beginnings)	Award/Agreement: PSA 1992/ PSGOCSAGA	Location: Perth Cultural Centre
Reports To: 13066, Participation & Learning Manager, Level 7		
Direct Reports: Nil		

ROLE OF DIRECTORATE

The Library Services Directorate delivers services to the community which inspire creativity and curiosity and play a vital role in literacy and learning at every stage of life. The Directorate supports State Library clients, whether online or visiting the building with specialist library and research services and educational programs based on State Library collections. The Better Beginnings Family Literacy program is widely recognised for its universal approach to developing and supporting family literacy. Western Australian public libraries are also supported with advice, training and professional development opportunities.

PURPOSE OF THIS POSITION

Coordinates the development and implementation of strategies to support the delivery of the Better Beginnings family literacy program for Aboriginal families throughout Western Australia. This includes making and maintaining contact with metropolitan, regional and remote communities; co-ordinating reading packs for Aboriginal families; and providing training and support to regional and metropolitan centres.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Coordinates the development and delivery of the Better Beginnings program to Aboriginal families and communities
2. Develops a suite of reading packs for Aboriginal families for delivery through local and trusted service providers
3. Builds capacity through training and support for program distributors working with Aboriginal communities
4. Provides community literacy resources for Aboriginal children and their families, including resources in traditional languages
5. Develops and implements a well-documented and ongoing communication plan for Aboriginal communities, program partners and other relevant stakeholders
6. Develops and delivers training for staff from public libraries, regional and remote health services and other relevant community organisations which are culturally relevant and appropriate for Aboriginal clients
7. Establishes new program partners with the objective of full state-wide participation in the program
8. Assists with the planning and implementation of the program's evaluation
9. Provides customer-focused service
10. Contributes to a positive team environment
11. Assists the State Library in meeting its strategic objectives associated with Western Australia's Aboriginal families and communities.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

Corporate Responsibilities:

1. Demonstrates the Library's values
2. Adheres to the Public Sector Code of Ethics and the Department's Code of Conduct
3. Acts safely and in accordance with the Department's Occupational Health and Safety Policy and Procedures.

WORK RELATED REQUIREMENTS

Applicants should be able to demonstrate their capability to meet the criteria below, which should be read in conjunction with the specific responsibilities of the position:

Essential:

1. Demonstrated knowledge of issues relating to Indigenous culture, literacy and learning.
2. Demonstrated ability to communicate, and build and maintain positive relationships, in a culturally appropriate manner, with Indigenous individuals, families and community groups.
3. Demonstrated ability to work effectively with service providers and other relevant external stakeholders.
4. Demonstrated ability to identify client needs and expectations, and provide flexible and responsive service.
5. Demonstrated capacity to work independently, with a positive approach to continuous improvement.
6. Demonstrated experience in solving problems through creative and workable solutions.
7. Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including the presentation of training programs.
8. Pursuant to Section 50(d) of the Equal Opportunities Act, the occupant of this position must be of Aboriginal descent.

Desirable:

1. Relevant tertiary qualifications (Education, Community Development, Libraries or similar)
2. Experience in developing and implementing literacy and learning programs.

Key Relationships/Interactions:

1. Indigenous communities and families
2. Participation and Learning team
3. Public library staff
4. State and local government, private sector and relevant community organisations
5. External partners, clients and stakeholders
6. Other staff across the State Library

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Completion of 100 point identification check.
2. Evidence of the right to work in Australia.
3. Successful pre-employment Integrity Check.
4. Successful Criminal Record Screening Clearance.
5. Successful Working with Children Check.
6. Current 'C' Class Driver's License
7. Evidence of essential qualification/s, professional membership/s, licences etc, verified prior to appointment. (All overseas qualifications must have been assessed for Australian equivalence).

SPECIAL CONDITIONS

1. A current (within 6 months) National Police Clearance Certificate will be required prior to commencement of employment
2. Current C Class Driver's License
3. Working with Children Check
4. Travel to regional areas will be required
5. Some weekend and evening work may be required.

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and requirements of this position.

..... Date (DD/MM/YYYY)
Manager Signature

..... Date (DD/MM/YYYY)
Employee Signature

Effective Date:

25/10/2019

(JDF registered date)