

Job Description Form

Project Officer Regional Better Beginnings

Position Number: 15269	Classification Level: Level 4
Directorate: Library Services	Agreement: Public Sector CSA Agreement 2022
This Position Reports To: Team Leader Better Beginnings 12230	
Positions Reporting to this Position: Nil	

ROLE OF DIRECTORATE

Library Services 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 clients, whether online or visiting the building, with specialist library and research services and educational programs based on State Library collections. Early literacy development is supported by the Better Beginnings Family Literacy Program and Western Australian public libraries are supported with advice, training and professional development opportunities.

POSITION PURPOSE

Develops and implements projects and services to support the delivery of the Better Beginnings family literacy program in the Kimberley and Pilbara, with a particular focus on Aboriginal and CALD families.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Establishes new program partners to expand participation in the program in the Pilbara and Kimberley regions.
2. Builds capacity through training and support for public libraries, community groups and other distributors of the Better Beginnings program.
3. Monitors and contributes to the effective delivery of the Better Beginnings program in the Pilbara and Kimberley regions.
4. Researches barriers to participation and the individual needs of communities to develop new initiatives for early literacy with a particular focus on CALD and Aboriginal communities.
5. Supports evaluation of the impact of the Better Beginnings program.
6. Assists the State Library in meeting its strategic objectives associated with the Better Beginnings family literacy program.
7. Performs other duties as required.

Corporate Responsibilities:

- Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
- Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
- Acts safely and in accordance with the Library'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 this position:

Essential:

1. Role Specific

- Knowledge and understanding of the particular issues that relate to the delivery of regional and remote learning programs.

2. Shapes and Manages Strategy

- Ability to harness information and opportunities to contribute to new initiatives and strategies.
- Ability to identify and understand the needs of regional and remote partners to provide flexible and responsible service.

3. Achieves Results

- Skills and experience in managing a range of projects and programs effectively to achieve quality outcomes and engagement.

4. Builds Productive Relationships

- Ability to build relationships and seek advice from team members, service providers, library and community stakeholders.

5. Exemplifies Personal Integrity and Self-Awareness

- Ability to maintain effective performance in a range of challenging situations and environments.

6. Communicates and Influences Effectively

- Ability to communicate clearly and negotiate confidently with a range of stakeholders.

Desirable:

7. Relevant tertiary qualifications (Education, Community Development, Libraries or similar)
8. Knowledge and understanding of issues related to Aboriginal culture, literacy and learning and or issues related to culturally and linguistically diverse communities.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

1. Regionally based in the Kimberley or Pilbara region
2. May be required to travel intrastate and / or interstate. Occasional out of hours and / or weekend work.

CERTIFICATION

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

Position Title: Director Library Services	Name: Susan McEwan	Date: 16/02/2024
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