



# Job Description Form

## Project Officer Better Beginnings

<b>Position Number:</b> 17118	<b>Classification Level:</b> Level 4
<b>Directorate:</b> Library Services	<b>Agreement:</b> Public Sector CSA Agreement 2024
<b>This Position Reports To:</b> 17214 - Program Lead Better Beginnings, Level 6	
<b>Positions Reporting to this Position:</b> Nil	

### OUR VALUES AND BEHAVIOURS

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

<b>Community Focused</b>	Provide high quality services based on community need.
<b>Responsive</b>	Make informed, timely decisions and communicate them clearly.
<b>Respectful</b>	Value others and respect their differences.
<b>Accountable</b>	Hold ourselves to account for the work we do.
<b>Innovative</b>	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

### OUR CORPORATE RESPONSIBILITIES

Model, promote and demonstrate a genuine commitment to the State Library's organisational values.
Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
Act safely and in accordance with the State Library's Occupational Health and Safety Policy and Procedures.

## ROLE OF DIRECTORATE

The Library Services Directorate delivers responsive services to the Western Australian community, from the vibrant State Library building in the cultural heart of Perth, online and through the network of public libraries across our expansive state. Library Services shares Western Australian stories from our rich collections through exhibitions, events and experiences and celebrates and supports Western Australian storytellers as they share their stories in all their many forms.

Library Services provides access to information and learning opportunity and support for researchers, and partners with local governments to provide free, equitable and contemporary library services throughout Western Australia. Library Services inspires a lifelong love of reading, writing and learning and communicates our many offerings to the community and beyond.

## ABOUT THE ROLE

This position supports the planning, development, implementation and evaluation of projects that encourage and promote a love of reading, particularly in the early years. The position develops and delivers evidence-based services, training and resources to inform State Library Better Beginnings program and services for families and children in the children's library.

## KEY RESPONSIBILITIES OF THIS POSITION

### **Role Specific Responsibilities:**

1. Contributes to the formulation, development, achievement and evaluation of projects, strategies and priorities specifically related to the Better Beginnings program.
2. Undertakes research and provides advice and information on key strategic priorities.
3. Writes proposals, plans, reports, briefings, correspondence and other documentation including promotional and training material.
4. Delivers training to key stakeholders on early years and family programming.
5. Develops and delivers early years and family programming in the children's library
6. Identifies and builds meaningful relationships with key stakeholder groups, internally and externally, and maintain a database to monitor communications, activities and progress.
7. Participates as a member of the relevant State Library team to support and deliver projects, programs and priorities.
8. Performs other duties as required.

## ESSENTIAL 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:**

#### Role Specific

- Demonstrated experience in undertaking project work on a diverse range of issues, researching, analysing and distilling information and data and preparing concise, relevant and logical reports, correspondence and training.
- High level of conceptual, analytical and problem-solving skills in analysing and summarising feedback from multiple stakeholders to provide an evaluation of options and outcomes.

#### Shapes and Manages Strategy

- Draws on information from a range of sources, uses common sense to analyse what information is important.

#### Achieves Results

- Works to agreed priorities, outcomes and resources and is responsive to changes in requirements.

#### Communicates and Influences Effectively

- Demonstrated clear and concise written and oral communication skills appropriately targeted to the intended audience.

#### Builds Productive Relationships

- Excellent interpersonal skills, capable of working collaboratively with all levels of staff, Board members and internal and external stakeholders.

#### Exemplifies Personal Integrity and Self-Awareness

- Ability to deal effectively with competing demands and deadlines, take initiative, set priorities and manage a diverse workload, taking responsibility for the completion of work and seeking guidance as required.

### **Desirable**

- Experience in developing and delivering early years or family programming
- Experience in developing and delivering training programs to key stakeholders.

## 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
4. Working with Children Check

## SPECIAL CONDITIONS

Special conditions of this position:

1. May be required to travel intrastate and / or interstate.

## CERTIFICATION

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

<b>Position Title:</b> Director Library Services	<b>Name:</b> Susan McEwan	<b>Date:</b> 10/11/2025
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