



Job Description Form

Casual Learning and Engagement Coordinator

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| Position Number: 17240 | Classification Level: Specified Calling, Level 1 |
| Directorate: Library Services | Agreement: Public Sector CSA Agreement 2024 |
| This Position Reports To: Manager Reading, Writing and Learning – 16636 – Level 7 | |
| Positions Reporting to this Position: 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:

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

OUR CORPORATE RESPONSIBILITIES

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| 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

To develop programs, including contributing to exhibitions, workshops, tours and outreach services that promote the State Library collections and resources that support the education and information literacy needs of students at all levels. These include curriculum-based programs for schools, education programs for the general community, recreation programs for students, special groups and the general community as well as events that promote cultural awareness and creativity. Communication and promotion of the programs and services as well as managing strategic partnerships.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Builds relationships with the education sector and key stakeholders in education and public programs.
2. Devises, manages and evaluates programs in line with the State Library Strategic Plan.
3. Develops and promotes learning resources for the education sector.
4. Designs, conducts and participates in professional learning programs for staff, clients and partners.
5. Contributes to a positive team environment.
6. Contributes towards meeting team and State Library objectives and outcomes.
7. Develops and documents procedures to ensure best practice in team workflows.
8. Provides customer focused service.
9. Participates in the planning and development of team work-plans.
10. 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:

1. Qualifications:

- 3 year Bachelor Degree in Education or approved equivalent.

2. Skills and Abilities:

- Demonstrated ability to identify client needs and expectations and provide flexible and responsive service.
- Demonstrated capacity to work both independently and as part of a team, with a positive approach to continuous improvement.
- Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including the presentation of training programs.

3. Knowledge and Experience:

- Knowledge of education curricula.
- Experience in designing and conducting programs and courses for children.
- Demonstrated experience in solving problems through creative and workable solutions and options.
- Demonstrated knowledge of integrated library management systems, internet and computer applications, e.g. word processing and spreadsheets.

Desirable:

- Eligibility for professional associate membership of Australian Library and Information Association or equivalent
- Experience working with educators and diverse community groups
- Experience in working within the curriculum area of Social Sciences.
- Experience in developing and presenting professional development programs for teachers.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Right to Work in Australia
2. Successful Criminal Record Screening Clearance
3. Working With Children Check (position is categorised as child related work)

SPECIAL CONDITIONS

Special conditions of this position:

1. 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.

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| Position Title: Director Library Services | Name: Susan McEwan | Date: 3/03/2026 |
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