

Job Description Form

Storylines Program Coordinator (50D)

Position Number: 16104	Classification Level: Level 4
Directorate: Library Services	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: 12183 – Senior Subject Specialist – SCL2	
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:

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

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 coordinates the State Library's Storylines digital archive and associated programs to facilitate culturally safe access to collections relating to Western Australian Aboriginal history. The position builds and maintains relationships with key stakeholders in the community to increase engagement with the Storylines archive and associated programs. The position also contributes to the interpretation and sharing of stories from the Storylines archive through the library's programming and engagement activities.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Moderate and coordinate the administration of the Storylines and Community archives.
2. Liaise with key stakeholders including public libraries and communities, particularly in regional areas, to promote the use of the Storylines archive and provide technical support.
3. Build capacity through training and support of the Storylines program for stakeholders including public library staff and Aboriginal community organisations.
4. Provide advice to library staff and the broader community on the acquisition and appropriate use of Aboriginal collection material including Indigenous Cultural and Intellectual Property principles.
5. Maintain relationships with and an awareness of other key First Nations collecting bodies and institutions.
6. Contribute to strategic planning for the growth of the Storylines program.
7. Contribute programming ideas to Heritage and Engagement team and provide operational support for events and exhibitions.
8. Perform other duties as required.

Corporate Responsibilities:

1. Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
2. Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
3. Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.

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. Role Specific

- Pursuant to Section 50(d) of the Equal Opportunities Act, the occupant of this position must be of Aboriginal and/or Torres Strait Islander descent.
- Relevant experience to demonstrate an understanding of Aboriginal history and culture as well as issues and challenges affecting Western Australian Aboriginal communities.
- Demonstrated experience working with Aboriginal collection material in a collection environment or arts and culture institution.
- Demonstrated ability to partner and work effectively with Aboriginal people and communities.

2. Shapes and Manages Strategy

- Supports shared purpose and direction
- Thinks strategically
- Shows judgement, intelligence and common sense

3. Achieves Results

- Applies and builds professional expertise
- Takes responsibility for managing projects to achieve results

4. Builds Productive Relationships

- Nurtures internal and external relationships
- Listens to, understands and recognises the needs of others
- Shares learning and supports others

5. Exemplifies Personal Integrity and Self-Awareness

- Commits to action
- Demonstrates self-awareness and a commitment to personal development

6. Communicates and Influences Effectively

- Communicates clearly

- Listens, understands and adapts to audience
- Negotiates confidently

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100-point Identification Check
2. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

1. Occasional out of hours and / or weekend work.
2. May be required to travel intrastate and / or interstate.
3. Current C Class Driver's Licence

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: 17/03/2025
---	------------------------------	----------------------------

<p>REGISTERED</p> <p>State Library of Western Australia</p> <p>INITIALS: AB DATE: 23/03/2025</p>
