



## JOB DESCRIPTION FORM

### STATE LIBRARY OF WESTERN AUSTRALIA

PURPOSE	VISION	VALUES
The State Library of Western Australia enriches the lives of all West Australians by treasuring their stories, building, preserving and sharing physical and digital collections, whilst reflecting WA's rich heritage and history. Our mission is to inspire individuals and communities by being a hub for literacy, learning, knowledge, creativity and collaboration.	To be a one of the world's great libraries.	<ul style="list-style-type: none"> <li>• Access for all.</li> <li>• Generosity of spirit towards our clients and colleagues.</li> <li>• Cherishing our stories.</li> <li>• Sharing expertise.</li> <li>• Fostering excellence in all that we do.</li> <li>• Embracing learning and knowledge.</li> </ul>

#### DETAILS

**Position Title:**

Project Coordinator, From Another View

**Position Number:**

13748

**Classification Level:**

6

**Award/Agreement:**

PSA 1992 / PSGOGA

**Division/Directorate:**

Community Learning & Discovery

**Branch/Section:**

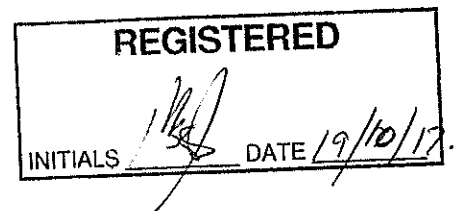
Heritage

**Physical Location:**

State Library Building  
25 Francis Street, Perth

**Effective Date:**

(JDF registered date)



**Employment Type**

Fixed-Term, Full-Time

#### REPORTING RELATIONSHIPS

**Position reports to:**

Battye Historian, Strategic Projects 13633

**Positions reporting to this position:**

Nil





## JOB DESCRIPTION FORM

### PURPOSE OF THE POSITION

---

Coordinates Aboriginal community engagement and all project deliverables relating to the partnership project *From Another View* funded by Minderoo Foundation. The project will facilitate community and artistic engagement with select Aboriginal communities in the areas roughly traversed by John Forrest in his 1874 expedition from Geraldton to Adelaide. The project aims to broaden understanding of cross-cultural encounters by engaging Aboriginal perspectives in the re-telling of Western Australian exploration history.

### KEY RESPONSIBILITIES

---

1. Coordinates consultation and engagement with Aboriginal communities participating in the project to facilitate sharing of stories, perspectives and cultural information for public program and exhibition outcomes.
2. Undertakes research relevant to the project and works with Aboriginal communities to facilitate knowledge sharing between key internal and external stakeholders.
3. Facilitates communication and liaison between community partners, reference group members and key internal and external stakeholders to ensure effective working relationships.
4. Develops and leads effective delivery of community engagement, research, educational and artistic project outputs.
5. Contributes to curation of public programming and exhibition deliverables associated with the project.

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

### COMPLIANCE AND LEGISLATIVE KNOWLEDGE

---

- Maintains a contemporary knowledge base relating to human resource policies and procedures;
- Complies with Department of Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

### WORK RELATED REQUIREMENTS

---

#### Essential:

#### Shapes and Manages Strategies

1. Demonstrated experience and/or qualifications in ethical research and community engagement practices relating to Aboriginal communities.



## JOB DESCRIPTION FORM

2. Relevant experience in developing and delivering strategies and programs to foster cultural engagement and learning in Aboriginal communities.
3. Pursuant to *Section 50(d)* of the *Equal Opportunities Act*, the occupant of this position must be of Aboriginal descent.

### **Achieves Results**

4. Demonstrated ability to manage and deliver projects with complex, and multiple stakeholders to meet key deliverables and achieve results.
5. Good understanding of exhibition curation and development of public programs.

### **Builds Productive Relationships**

6. Demonstrated ability to build productive relationships with internal and external stakeholders and contribute to multi-disciplinary teams.
7. Well-developed facilitation, negotiation and conflict resolution skills.

### **Communicates and Influences Effectively**

8. High level communication skills with demonstrated experience in researching, synthesising and organising information for delivery through multiple types of media.

### **Desirable:**

1. Experience working with Aboriginal communities in regional and remote areas.

### **Key Relationships/Interactions:**

1. Aboriginal communities participating in the project
2. State Library staff (Heritage Team) and project team members (including Creative Fellows)
3. Minderoo Foundation (Project Sponsors)
4. External stakeholders

### **KEY CHALLENGES**

---

1. Managing a project with complex and multiple stakeholders
2. Facilitating Aboriginal engagement in rural and remote areas
3. Managing demands and expectations of content co-creators so they remain aligned with the project scope
4. Ensuring high quality deliverables are met within time and budget constraints



# JOB DESCRIPTION FORM

## ELIGIBILITY

---

### Special Conditions:

1. A current (within 6 months) National Police Clearance Certificate and Working With Children Check will be required prior to commencement of employment
2. Capacity to travel and undertake work in regional and remote areas
3. Employees may be required to work weekends and evenings
4. A current 'C' class Drivers Licence or equivalent.

### Appointment is subject to:

1. 100 point identification check;
2. Criminal Records Screening clearance; and
3. Working With Children Check.

### Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and

Complete the department's AEDM within six months of appointment.

## CERTIFICATION

---

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

## SIGN OFF

.....

Manager Signature                      Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the DCA's Code of Conduct.*

.....

Employee Signature                      Date (DD/MM/YYYY)

