



# Job Description Form



The State Library connects Western Australians with information and ideas.

## Our Organisation Values:

- We value Western Australia's unique and diverse stories
- We believe knowledge has the power to transform lives and information should be freely available to everyone
- We keep the community at the heart of our decisions about collections, programs and services
- We collaborate to benefit the community
- We recognise that Western Australia is a large state with diverse needs

## POSITION DETAILS

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<b>Position Title:</b> Community Liaison Officer (Indigenous Engagement)	<b>Position Number:</b> 13100	<b>Classification Level:</b> Level 4
<b>Directorate:</b> Community Learning and Discovery/Heritage Team	<b>Award/Agreement:</b> PSA 1992/ PSGOCSAGA	<b>Location:</b> Perth Cultural Centre
<b>Reports To:</b> Position 13154, Battye Historian, Level 7		
<b>Direct Reports:</b> Nil		

## ROLE OF DIRECTORATE

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The Library Services Directorate 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 State Library clients, whether online or visiting the building with specialist library and research services and educational programs based on State Library collections. The Better Beginnings Family Literacy program is widely recognised for its universal approach to developing and supporting family literacy. Western Australian public libraries are also supported with advice, training and professional development opportunities.

## **PURPOSE OF THIS POSITION**

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Coordinates the development and implementation of projects and services in the Indigenous area, supporting Indigenous community engagement.

## **KEY RESPONSIBILITIES OF THIS POSITION**

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### **Role Specific Responsibilities:**

1. Coordinates the development, provision and evaluation of programs and services for Indigenous communities.
2. Promotes, monitors and reports on the planning and delivery of program activities and strategies for Indigenous individuals and communities.
3. Provides training and advice in response to requests for support from Indigenous communities and individuals.
4. Assists with the planning, implementation and evaluation of literacy services delivered to Indigenous communities by the State Library.
5. Assists in establishing new partnerships and works with existing partners to meet the strategic objectives and outcomes of the State Library.
6. Develops new policies, procedures and operational processes.
7. Designs, conducts and participates in training programs for staff and clients.
8. Contributes to a positive team environment.
9. Contributes towards meeting team and State Library objectives and outcomes.
10. Provides customer focused service.
11. Participates in the planning, coordination and implementation of special projects.

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

### **Corporate Responsibilities:**

12. Demonstrates the Library's values
13. Adheres to the Public Sector Code of Ethics and the Department's Code of Conduct
14. Acts safely and in accordance with the Department'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 the position:***

### **Essential:**

#### **1. Technical Skills and Knowledge:**

- Pursuant to Section 50(d) of the Equal Opportunities Act, the occupant of this position must be of Aboriginal descent.
- Demonstrated knowledge of issues relating to Indigenous culture, literacy and learning.
- Demonstrated ability to use computer applications and technology to deliver and complete projects.

#### **2. Shapes and Manages Strategy:**

- Demonstrated ability to identify client needs and expectations and provide flexible and responsive service.

#### **3. Achieves Results:**

- Experience in developing and implementing literacy and learning programs.

#### **4. Builds Productive Relationships:**

- Ability to communicate and build positive relationships in a culturally appropriate manner with Indigenous clients and community groups.

#### **5. Exemplifies Personal Integrity and Self Awareness:**

- Demonstrated capacity to work both independently and as part of a team, with a positive approach to continuous improvement.

#### **6. Communicates and Influences Effectively:**

- Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including e presentation of training programs.

### **Desirable:**

7. Relevant tertiary qualifications.
8. Eligibility for associate membership of the Australian Library and Information Association.

## APPOINTMENT PRE-REQUISITES

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### Appointment to this position is conditional on:

1. Completion of 100 point identification check.
2. Evidence of the right to work in Australia.
3. Successful pre-employment Integrity Check.
4. Successful Criminal Record Screening Clearance.

## SPECIAL CONDITIONS

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1. A current (within 6 months) National Police Clearance Certificate will be required prior to commencement of employment.
2. Required to work rostered hours for a 7-day per week operation including evenings and weekends.
3. Current C Class Driver's Licence.
4. Working with Children Check.

## CERTIFICATION

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

..... Date (DD/MM/YYYY)

Manager Signature

..... Date (DD/MM/YYYY)

Employee Signature

### Effective Date:

20/03/2019

(JDF registered date)