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**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Position Number:</th>
<th>Classification Level:</th>
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<tbody>
<tr>
<td>Digital Project Officer – Better Beginnings</td>
<td>14437</td>
<td>L4</td>
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<thead>
<tr>
<th>Directorate:</th>
<th>Award/Agreement:</th>
<th>Location:</th>
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<tbody>
<tr>
<td>Library Services</td>
<td>PSA 1992/ PSGOCSAGA</td>
<td>Perth Cultural Centre</td>
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**Reports To:**

12230 Coordinator Better Beginnings SCL2

**Direct Reports:**

Nil

**ROLE OF DIRECTORATE**

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

This position will support the procurement and development of the Better Beginnings website and the preparation of process documentation. The main tasks will include preparation of tender documents, liaison with the web developers, development of content and process documentation for the website. The position will also be required to identify both emerging needs and effective software to support the ongoing delivery of the Better Beginnings Family Literacy Program.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Under the guidance of the Manager Participation and Learning, Coordinator Better Beginnings and Treasury, support the procurement of a web development and hosting company to undertake the redesign of the Better Beginnings website.
2. Liaise with the successful web design company to guide the development of the website, ensuring it meets the needs of the Better Beginnings program, partners and Western Australian families.
3. Through an understanding of the Better Beginnings Family literacy program, work with the team to develop content for the website based on key messages, stakeholders and goals of the program.
4. Work with the Participation and Learning team to develop content for the Better Beginnings website.
5. Develop process documentation to guide team members in ongoing development and updating of web content and any additional software that supports the delivery of the program.
6. Performs other duties as required.

Corporate Responsibilities:

1. Demonstrates the Library’s values
2. Adheres to the Public Sector Code of Ethics and the Department’s Code of Conduct
3. 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, Knowledge or Qualifications:
   • Understanding of web development and best practice in website navigation, accessibility and functionality.

2. Shapes and Manages Strategy:
   • Draws on information from a range of sources, uses common sense to analyse what information is important
   • Anticipates issues that could impact on tasks, and identifies risks and uncertainties in procedures and tasks

3. Achieves Results:
   • Monitors progress against performance expectations to ensure deadlines are met and communicates outcomes to supervisor
   • Applies and develops capabilities to meet performance expectations, demonstrates knowledge of new programs, products or services relevant to the position

4. Builds Productive Relationships:
   • Builds and maintains relationships with team members, other teams, colleagues and clients
   • Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed
   • Acts on constructive feedback

5. Exemplifies Personal Integrity and Self Awareness:
   • Adheres to the Code of Conduct and behaves in an honest, professional and ethical way
   • Takes responsibility for completion of work and seeks guidance when required, takes initiative to progress work when required

6. Communicates and Influences Effectively:
   • Structures messages clearly and succinctly, orally and in writing
   • Focuses on gaining a clear understanding of other’s comments by listening and questioning for clarity, checks own views have been understood

Desirable:

7. Experience in procurement within a government setting.
8. Understanding of early literacy and learning in the home.
9. Qualifications in a relevant field

APPOINTMENT PRE-REQUISITES
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.
5. Successful Working With Children Check.

SPECIAL CONDITIONS

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.

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

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

Effective Date:

18/03/2019
(JDF registered date)