

Job Description Form



The State Library connects Western Australians with information and ideas.

Our Organisational Values are:

- 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; and
- We recognise that Western Australia is a large state with diverse needs.

POSITION DETAILS

Position Title: Integrity Project Officer	Position Number: 14611	Classification Level: Level 6
Directorate: Executive Office	Award/Agreement: PSA 1992/ PS CSA Agreement 2019	Location: Perth Cultural Centre
Reports To: Chief Executive Officer and State Librarian - 10148		
Direct Reports: Nil		

ROLE OF DIRECTORATE

The Executive Office manages internal audit, marketing and communications functions, strategic projects and support services to the CEO, the Library Board and other strategic partners. This includes providing policy advice and research support on issues and trends relevant to the State Library and the Library Board. Executive Services is also responsible for providing advice to the Minister for Culture and the Arts.

PURPOSE OF THIS POSITION

This position contributes to the review, development, implementation and monitoring of policies, systems and frameworks to promote and sustain integrity within the State Library and to prevent misconduct.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Support the CEO and State Librarian to manage the Integrity Review Project to deliver identified project outcomes within budget and agreed timeframes.
2. Contribute to the review, development, implementation and monitoring of State Library policies, systems and frameworks to ensure that integrity reviews and promotion are provided efficiently and effectively.
3. Participate in integrity reviews that involve system and organisational analysis and assist in identifying recommendations for change to improve integrity and prevent misconduct.
4. Develop and deliver contemporary integrity prevention programs to build ethical capability, including delivering staff workshops and training.
5. Interpret policies, plans, integrity frameworks and provide guidance and direction to stakeholders as appropriate.
6. Maintain awareness of industry and government trends and developments in the integrity space.
7. Research and prepare reports, briefing notes and other written material.
8. Build and maintain effective communication links and working relationships with stakeholders.
9. Demonstrate the highest standards of honesty and integrity and operate within public sector values, code of ethics and conduct, organisational processes and legislative and policy parameters.
10. Perform other duties as required.

Corporate Responsibilities:

1. Demonstrate the State Library's values.
2. Adhere to the Public Sector Code of Ethics and the Department's Code of Conduct.
3. Act 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:

- Strong understanding of relevant integrity legislation applicable in Western Australia
- Demonstrated ability to develop, manage and implement strategies to improve integrity in an organisation

2. Shapes and Manages Strategy:

- Support shared purpose and direction
- Think strategically
- Harness information and opportunities
- Show judgement, intelligence and common sense

3. Achieves Results:

- Identify and uses resources wisely
- Apply and builds professional expertise
- Respond positively to change
- Take responsibility for managing projects to achieve results

4. Builds Productive Relationships:

- Nurture internal and external relationships
- Listen to, understands and recognises the needs of others
- Value individual differences and diversity
- Share learning and supports others

5. Exemplifies Personal Integrity and Self Awareness:

- Demonstrate public service professionalism and probity
- Engage with risk and shows personal courage
- Commit to action
- Promote and adopt a positive and balanced approach to work
- Demonstrate self-awareness and a commitment to personal development

6. Communicates and Influences Effectively:

- Communicate clearly
- Listen, understand and adapt to audience
- Negotiate confidently.

Desirable:

1. Tertiary qualifications in a relevant discipline such as business management, human resource management, public sector management or similar.

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. Satisfactory Criminal Record Screening Clearance.

SPECIAL CONDITIONS

Nil

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:

22/01/2020

(JDF registered date)