

# Job Description Form

## Policy and Research Officer

<b>Position Number:</b> 15198	<b>Classification Level:</b> Level 4
<b>Directorate:</b> Executive Services	<b>Agreement:</b> Public Sector CSA Agreement 2019
<b>This position reports to:</b> 14884, Manager Policy and Research, L6	
<b>Positions reporting to this role:</b> Nil	

## POSITION PURPOSE

Conducts and compiles research that supports the development of agency policies and the fulfilment of statutory and compliance reporting requirements.

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

1. Co-ordinate information and resources to ensure the State Library meets statutory and compliance reporting obligations in a timely and effective manner, including the Library Board's Annual Report, Disability Access and Inclusion Plan, Multicultural Plan, and customer complaints including monitoring and reporting progress against relevant legislation and whole of government initiatives.
2. Contribute to the development of agency policies.
3. Coordinate the preparation of Ministerial documents including briefing papers, draft responses, speaking points, responses to Parliamentary Questions and other required reporting.
4. Undertake the compilation and monitoring of data and other reporting including Key Performance Indicators.
5. Provide support for meetings including preparing notes, agendas and papers.
6. Coordinate the preparation of briefings, speeches, presentations and other material for the CEO, Chairman and other stakeholders



7. Undertake research, gather evidence, monitor and share information and data relating to strategic trends for library services and cultural institutions.
8. Perform other duties as required.

**Corporate Responsibilities:**

1. Model, promote and demonstrate a genuine commitment to the Library's organisational values.
2. Adhere to the Public Sector Code of Ethics and Library Code of Conduct.
3. Act safely and in accordance with the Library'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 this position:

**Essential:**

- **Strategic Alignment**

- Demonstrated experience in undertaking project work on a diverse range of issues, researching, analysing and coordinating information and data and preparing concise, relevant and logical reports, correspondence and other written advice.
- Ability to understand and apply knowledge of the Library's government, legislative and policy environments and contribute to agency policy development.

- **Critical Thinking**

- High level of conceptual, analytical and problem solving skills in analysing and summarising feedback from multiple stakeholders to provide an evaluation of options and outcomes.

- **Communicates and Influences Effectively**

- Demonstrated clear and concise written and oral communication skills appropriately targeted to the intended audience.

- **Builds Productive Relationships**

- Well-developed interpersonal skills with the ability to build and maintain relationships with team members, other teams, colleagues, stakeholders and clients.



- **Exemplifies Personal Integrity and Self-Awareness**

- Ability to deal effectively with competing demands and deadlines, take initiative, set priorities and manage a diverse workload, taking responsibility for the completion of work and seeking guidance as required.

**Desirable:**

- Public sector expertise, including demonstrated understanding of governmental procedures and protocols.

## APPOINTMENT PRE-REQUISITES

**Appointment to this position is conditional on:**

1. Successful 100 point Identification Check
2. Right to Work in Australia
3. Successful Criminal Record Screening Clearance

## SPECIAL CONDITIONS

**Special conditions of this position:**

1. Nil.

## CERTIFICATION

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

<b>Position Title:</b> Manager Policy and Research	<b>Name:</b> Oliver Gatty	<b>Date:</b> 15/09/2021
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