

# Job Description Form

## PROJECT OFFICER BETTER BEGINNINGS

<b>Position Number:</b> 15009	<b>Classification Level:</b> Level 4
<b>Directorate:</b> Library Services	<b>Agreement:</b> Public Sector CSA Agreement 2019
<b>This Position Reports To:</b> 12230, Team Leader Better Beginnings, SCL2	
<b>Positions Reporting to this Position:</b> Nil	

## POSITION PURPOSE

Supports the project management and evaluation of the Better Beginnings-Rio Tinto Strategy component of the Better Beginnings family literacy program, with particular focus on Aboriginal families and communities.

## KEY RESPONSIBILITIES OF THIS POSITION

### Role Specific Responsibilities:

1. Provides project and administrative support and assists the team to complete tasks to ensure the achievement of objectives and deadlines.
2. Coordinates assigned project components, monitors activities to ensure delivery is consistent with governance policies, standards, and procedures.
3. Assists in the timely preparation of reports for internal and external stakeholders.
4. Builds and maintains effective working relationships with internal and external stakeholders including government and non-government agencies, and liaises appropriately to achieve objectives.
5. Assists in the development and implementation of a well-documented and ongoing communication plan for relevant stakeholders, program partners, and Aboriginal communities.



6. Assists in the development of resources and training for staff from public libraries, regional and remote health services and other relevant community organisations that are culturally relevant and appropriate for Aboriginal clients.
7. Provides customer-focused service.
8. Contributes to a positive team environment.
9. Assists the State Library in meeting its strategic objectives associated with Western Australia's Aboriginal families and communities.
10. Performs other duties as required.

**Corporate Responsibilities:**

1. Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
2. Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
3. Acts safely and in accordance with the Library's Occupational Health and Safety Policy and Procedures.

## WORK RELATED REQUIREMENTS

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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:**

**1. Role Specific:**

- Demonstrated knowledge of issues relating to Indigenous culture, literacy, and learning.
- Experience in the project management and evaluation of community projects.

**2. Shapes and Manages Strategy:**

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

**3. Achieves Results:**

- Demonstrated experience in solving problems through creative and workable solutions.
- Demonstrated ability to work effectively with service providers and other relevant external stakeholders.



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

- Demonstrated ability to build and maintain positive relationships, and communicate in a culturally appropriate manner, with Indigenous individuals, families, and community groups.

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

- Demonstrated capacity to work independently, 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 the presentation of training programs.

#### **Desirable:**

1. Relevant tertiary qualifications (Education, Community Development, Libraries or similar).
2. Experience in developing and implementing literacy and learning programs.

## **APPOINTMENT PRE-REQUISITES**

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#### **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
4. Working With Children Check
5. Current 'C' Class Driver's License

## **SPECIAL CONDITIONS**

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#### **Special conditions of this position:**

1. Occasional out of hours and / or weekend work.
2. Travel intrastate will be required.

## **CERTIFICATION**

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

<b>Position Title:</b> Director Library Services	<b>Name:</b> Elizabeth Spencer	<b>Date:</b> 31/08/2021
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<p style="text-align: center;"><b>REGISTERED</b></p> <p style="text-align: center;"><b>State Library of Western Australia</b></p> <p style="text-align: center;">INITIALS: LTS    DATE: 31/08/2021</p>
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