

Job Description Form

PROJECT OFFICER INDIGENOUS LITERACY (50D)

Position Number: 15267	Classification Level: Level 5
Directorate: Library Services	Agreement: Public Sector CSA Agreement 2019
This Position Reports To: 12230, Team Leader Better Beginnings, SCL2	
Positions Reporting to this Position: Nil	

POSITION PURPOSE

Coordinates the development and implementation of strategies to support the inclusive and equitable delivery of the Better Beginnings family literacy program across the state, in particular the achievement of the program's strategic objectives in the Kimberley and the Pilbara. This includes making and maintaining contact with metropolitan, regional, and remote communities and partners; developing and co-ordinating culturally relevant early-literacy resources for Western Australian Aboriginal families; and providing training and support to regional and metropolitan centres.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Coordinates the development and delivery of the Better Beginnings program, in particular to Aboriginal families and communities
2. Develops a suite of resources for Aboriginal families, including in traditional languages, for delivery through local and trusted service providers
3. Builds capacity through training and support for Better Beginnings program distributors working with Aboriginal communities
4. Develops and implements a well-documented and ongoing communication plan for Aboriginal communities, program partners and other relevant stakeholders



5. Develops and delivers training for staff from public libraries, regional and remote health services and other relevant community organisations which are culturally relevant and appropriate for Aboriginal clients
6. Establishes new program partners with the objective of full state-wide participation in the program
7. Supports the planning and implementation of the evaluation of the impact of the Better Beginnings program.
8. Provides customer-focused service
9. Contributes to a positive team environment
10. Assists the State Library in meeting its strategic objectives associated with the Better Beginnings family literacy program, with a particular focus on Western Australia's Aboriginal families and communities.
11. 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

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:

- **Role Specific:**
 - Demonstrated knowledge of issues relating to Indigenous culture, literacy, and learning.
 - Pursuant to Section 50(d) of the Equal Opportunities Act, the occupant of this position must be of Aboriginal descent.
- **Shapes and Manages Strategy:**
 - Demonstrated ability to identify client needs and expectations and provide flexible and responsive service.
 - Demonstrated ability to think strategically, and to draw on information from a range of sources to make informed decisions.
- **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.
- Experience in managing projects to achieve program outcomes.
- **Builds Productive Relationships:**
- Demonstrated ability to communicate, and build and manage positive relationships, in a culturally appropriate manner, with Indigenous individuals, families and community groups.
- Ability to recognise different views, exploring contributions and encouraging diverse views
- **Exemplifies Personal Integrity and Self Awareness:**
- Demonstrated capacity to work independently, with a positive approach to continuous improvement.
- Well-Developed planning skills and ability to organise work in order to meet timeframes.
- **Communicates and Influences Effectively:**
- Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including the presentation of training programs.
- Experience in presenting messages confidently, selecting the appropriate medium for conveying information to the audience's level of knowledge, skill and experience.

Desirable:

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

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

SPECIAL CONDITIONS

Special conditions of this position:

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

CERTIFICATION

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

Position Title: Team Leader Better Beginnings	Name: Alison Underwood	Date: 3/11/2021
---	----------------------------------	---------------------------

