

Job Description Form

Digitisation Project Coordinator

Position Number: 15540	Classification Level: Level 5
Directorate: Collection Services	Agreement: Public Sector CSA Agreement 2021
This Position Reports To: 14517 – Manager Collection Care, L7	
Positions Reporting to this Position: Nil	

ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique Western Australian heritage collections which tell the rich and diverse stories of Western Australia's people and places through multiple perspectives and formats. Collection activities and systems managed by the directorate encompass acquisition, processing, storage, preservation, digitisation, distribution, and access.

The Directorate also manages the acquisition of both physical and digital materials for a general information and reference collection and for over 200 public libraries across the State (including the Indian Ocean Territories).

POSITION PURPOSE

This position is responsible for the implementation and coordination of a large-scale digitisation project to preserve at-risk audio and visual State Library heritage collections.



KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Coordinates the digitisation of a significant proportion of at-risk audio-visual materials found in the State Library heritage collection.
2. Develops comprehensive, end-to-end workflows and procedures that ensure project outcomes and objectives are met.
3. Supports librarians and other colleagues to target suitable collections for digitisation as part of this project.
4. Monitors the project budget, processes financial transactions, and provides reports as required.
5. Liaison with various internal stakeholders to effectively coordinate the project, including overcoming challenges and identifying opportunities for publicity.
6. Manages relationships with external service providers to ensure delivery of project goals.
7. Works with stakeholders to assess and monitor risks associated with the project.
8. Complies with internal and external reporting requirements, including tracking progress against key deliverables.
9. 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:

1. Role Specific:

- Demonstrated experience with audio-visual collections and / or digitisation activities.
- Demonstrated expertise in the management and coordination of projects.

2. Shapes and Manages Strategy:

- Understands strategic objectives and factors that may influence project plans and goals.
- Draws on information from a range of sources, uses judgement, works within agreed guidelines to make decisions, incorporates outcomes into work plans.

3. Achieves Results:

- Contributes expertise and develops and applies capabilities.
- Takes responsibility for managing projects to achieve results, including monitoring budgets, evaluating project performance, identifying need for change, and initiating change when required.

4. Builds Productive Relationships:

- Builds and maintains productive relationships with stakeholders, colleagues, and service providers.
- Consults and shares information with project team and stakeholders and seeks input as required.
- Recognises different views and values diversity.

5. Exemplifies Personal Integrity and Self Awareness:

- Takes responsibility for completion of work within timeframes, takes initiative to progress work when required.
- Maintains a positive outlook and a balanced working environment.

6. Communicates and Influences Effectively:

- Proven high level interpersonal and verbal and written communication skills – including ability to liaise, consult and negotiate with range of individuals with differing requirements.



Desirable:

1. Substantial relevant professional experience in contemporary digitisation projects.

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:

Nil

CERTIFICATION

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

Position Title: Director Collection Services	Name: Daniel Rozas Nunez	Date: 23 June 2022
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