

Job Description Form

MANAGER ABORIGINAL ENGAGEMENT (50D)

Position Number: 15630	Classification Level: Level 7
Directorate: Executive Services	Agreement: Public Sector CSA Agreement 2021
This position reports to: CEO and State Librarian, 10148	
Positions reporting to this role: Nil	

ROLE OF DIRECTORATE

Executive Services 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.

POSITION PURPOSE

The Manager Aboriginal Engagement provides thought leadership; and develops strategy and policy to deliver on the State Library's reconciliation ambitions and commitments to Aboriginal people.

The position partners with internal and external stakeholders to provide high level strategic advice to the Chief Executive Officer and the Executive Team regarding the development and implementation of policy and strategy. They also develop and implement protocols that build the cultural capability of all Library staff and ensures Library services, spaces, collections and programs are community-informed, culturally safe, well-utilised and highly valued by Aboriginal people.



KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Provides high level advice, guidance and thought leadership to the CEO and Executive team on current matters and trends relating to reconciliation initiatives and relationships with Aboriginal communities, cultural protocols, cultural capability, policies, priorities, collections, interpretation and engagement activities.
2. Identifies, leads, monitors and evaluates effectiveness of Library activities and initiatives in line with the organisation's strategic plan.
3. Liaises and consults with staff to ensure advice and direction for Indigenous collections are consistent with Indigenous Cultural and Intellectual Property (ICIP) and Aboriginal and Torres Strait Islander Library, Information and Resource Network (ATSILIRN) protocols including development of effective and inclusive communications, programming, information and reference services and provision of safe and welcoming Library spaces.
4. Develops relationships, liaises and coordinates consultation with Indigenous stakeholders across the WA community.
5. Represents the State Library on relevant external committees and groups, including the National and State Libraries Australia First Nations Advisory Group.
6. Leads and participates in internal groups and committees related to service delivery for Aboriginal people and a culturally safe staff workplace. Mentors Aboriginal Library staff, trainees and volunteers.
7. 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 Department of Local Government, Sport and Cultural Industries' 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:

- Pursuant to Section 50(d) of the Equal Opportunities Act, the occupant of this position must be of Aboriginal and/or Torres Strait Islander descent.
- Demonstrated knowledge and relevant experience to show an understanding of Aboriginal history and culture as well as issues and challenges affecting Western Australian Aboriginal communities.
- Demonstrated ability to partner and work effectively with Aboriginal people and communities.
- Demonstrated ability to lead and motivate staff and enhance organisational cultural capability.

2. Shapes and Manages Strategy:

- Understands the organisation's objectives and provides direction to others regarding the purpose and importance of their work, aligning operational tasks to strategic outcomes.
- Undertakes objective, systemic and evidence-based analysis and identifies innovative solutions to problems and issues.

3. Achieves Results:

- Reviews performance of staff and projects and identifies opportunities for continuous improvement.
- Commits to achieving quality outcomes.

4. Builds Productive Relationships:

- Demonstrates professionalism and operates as an effective representative of the organisation in public and internal forums.
- Takes personal responsibility for meeting objectives and deadlines.

5. Exemplifies Personal Integrity and Self-Awareness:

- Demonstrates professionalism, integrity and commits to personal development.
- Shows commitment to learning and development, self-evaluates performance and seeks feedback from others.



6. Communicates and Influences Effectively:

- Confidently presents messages in a clear, concise and articulate manner and selects the most appropriate medium for conveying information.
- Negotiates persuasively and strives to achieve mutually beneficial outcomes.

Desirable:

1. Relevant tertiary qualification.
2. Experience working in a relevant sector, particularly in relation to Aboriginal collections, services and protocols.

APPOINTMENT PRE-REQUISITES

Appointment to this position is conditional on:

1. Successful 100 point Identification Check
2. Successful Criminal Record Screening Clearance

SPECIAL CONDITIONS

Special conditions of this position:

1. Occasional out of hours and / or weekend work.
2. Required to travel intrastate and / or interstate.

CERTIFICATION

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

Position Title: CEO and State Librarian	Name: Catherine Clark	Date: 09/09/2022
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