

## Job Description Form

### Senior Coordinator

<b>Position Number:</b> 16251	<b>Classification Level:</b> Level 4
<b>Directorate:</b> Collection Services	<b>Agreement:</b> Public Sector CSA Agreement 2022
<b>This Position Reports To:</b> Manager Collection Services – L7	
<b>Positions Reporting to this Position:</b> Nil	

#### ROLE OF DIRECTORATE

Collection Services leads the development and management of the State Library's unique West Australian 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 physical and digital (eresources) 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 required to coordinate activities and operations in the Collection Services Directorate. The Senior Coordinator works independently with teams in the directorate, across the organisation and with external stakeholders. The position has a strong focus on continuous improvement and implementing client-focussed solutions in support of the selection, acquisition, description, processing and provision of access to the Library's collections and related services.

## KEY RESPONSIBILITIES OF THIS POSITION

### **Role Specific Responsibilities:**

1. Coordinates a variety of projects, activities and operations of the Directorate including scheduling, allocation of work to teams and staff members and monitors and reports on milestones and outcomes.
2. Coordinates business improvement and workflows to support collection lifecycle activities, including the development and testing of new processes and workflows in collaboration with team members and other stakeholders.
3. Develops systems, reporting, and monitoring tools for the Directorate's Operational plan and KPI reporting.
4. Collates information from a variety of sources to assist with identifying and implementing client-focussed improvement solutions.
5. Maintains a central document library for collection related forms, templates and agreements used by the Directorate, updating as required.
6. Contributes to the effective implementation and adoption of new processes through staff training and support.
7. Continuously identifies areas for innovation and improvement to support the Directorate to be adaptive and responsive in a rapidly changing environment.
8. Contributes to a positive and dynamic team environment and fosters equity and diversity to enable achievement of personal and State Library goals.
9. Performs other duties as required.

### **Corporate Responsibilities:**

- Models, promotes and demonstrates a genuine commitment to the Library's organisational values.
- Adheres to the Public Sector Code of Ethics and Library Code of Conduct.
- 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

- Experience supporting collection management activities in a library, or similar, environment.
- Experience providing coordination and administration support for projects and operations.
- Experience in a range of standard and library specific systems and applications to support the Directorate's work including procedures, processes and policies.

#### 2. Shapes and Manages Strategy

- Draws on information from a range of sources, including industry trends, to identify areas for improvement and innovation.

#### 3. Achieves Results

- Ability to respond positively to change, working to agreed priorities whilst ensuring performance expectations are met.
- Experience in creating client-focussed workflows that reflect data accuracy and integrity.

#### 4. Builds Productive Relationships

- Ability to build and maintain relationships with team members, colleagues, and clients.
- Commitment to share information, seek input, collaborate, and keep others informed.

#### 5. Exemplifies Personal Integrity and Self-Awareness

- Capacity to work both independently and as part of a team, with a positive approach to continuous improvement.

#### 6. Communicates and Influences Effectively

- Communicates effectively, both verbally and in writing, with a focus on clarity and understanding.
- Listens to a range of perspectives to develop understanding.

### Desirable:

- Qualification or equivalent experience in project management.
- Experience using data analytics and reporting tools.

## 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.

<b>Position Title:</b> Director Collection Services	<b>Name:</b> Catherine Belcher	<b>Date:</b> 26/02/2024
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