

Job Description Form

Manager Engagement and Creative Programs

Position Number: 14946	Classification Level: Level 7
Directorate: Library Services	Agreement: Public Sector CSA Agreement 2024
This Position Reports To: 14016 - Director Library Services L8	
Positions Reporting to this Position: 12183 – Team Leader Senior Subject Specialist, SCL2	

ROLE OF DIRECTORATE

The Library Services Directorate delivers responsive services to the Western Australian community, from the vibrant State Library building in the cultural heart of Perth, online and through the network of public libraries across our expansive state. Library Services shares Western Australian stories from our rich collections through exhibitions, events and experiences and celebrates and supports Western Australian storytellers as they share their stories in all their many forms. Library Services provides access to information and learning opportunity and support for researchers, and partners with local governments to provide free, equitable and contemporary library services throughout Western Australia. Library Services inspires a lifelong love of reading, writing and learning and communicates our many offerings to the community and beyond.

POSITION PURPOSE

The Manager Engagement and Creative Programs is responsible for the leadership and delivery of public programs, exhibitions, partnerships and activities to interpret State Library collections and deepen the community's engagement with Western Australian stories. The position contributes to strategic business planning for the organisation as a member of the Senior Management Team.

KEY RESPONSIBILITIES OF THIS POSITION

Role Specific Responsibilities:

1. Leadership and Management

- Takes functional responsibility for the leadership and development of the State Library's creative programs, exhibitions and initiatives, ensuring that practices reflect current and emerging best practice and contribute to the strategic goals of the State Library.
- Manages the performance and development of Engagement and Creative Programs team staff. Guides, coaches and develops staff to be flexible, adaptable and to maintain contemporary practice and knowledge in the provision of high-quality programs.
- Translates organisational strategy into tangible outcomes and initiatives for the Engagement and Creative Programs team.
- Manages the team's human, financial, physical and technological resources.

2. Service Delivery and Support

- Develops and implements comprehensive engagement strategies and programs to share Western Australian stories and deepen and broaden public interaction with exhibitions, events and initiatives.
- Provides operational support and advice to the Engagement and Creative Programs team.
- Contributes to the strategic planning of the Library Services Directorate.

3. Stakeholder Engagement and Partnerships

- Fosters partnerships with community organisations, government and businesses to expand the State Library's reach and impact.
- Collaborates with other business areas within the State Library to ensure programs and activities align with overall organisational goals and objectives.

4. Strategy

- Researches and analyses relevant state, national and international trends, issues and best practice to inform State Library interpretation and engagement.
- Provides ongoing evaluation of creative programs, exhibitions, events and activities to assess impact and make improvements as needed.

5. Performs other duties as required.

Values and Behaviours

Your work habits and behaviour contribute to a harmonious, safe and productive work environment. Behaviours of State Library staff align with our values:

Community Focused	Provide high quality services based on community need.
Responsive	Make informed, timely decisions and communicate them clearly.
Respectful	Value others and respect their differences.
Accountable	Hold ourselves to account for the work we do.
Innovative	Strive for excellence by being open to new ideas and embrace opportunities for improvement.

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:

- Substantial knowledge of international trends and practices relevant to cultural heritage and community engagement.
- Strong project management skills including the ability to manage multiple projects and initiatives simultaneously.

2. Shapes and Manages Strategy:

- Inspires a sense of purpose and provides direction to others to achieve strategic outcomes.
- Anticipates and influences client needs to develop innovative programs and services.
- Undertakes objective, systematic and evidence-based analysis.

3. Achieves Results:

- Evaluates activities for effectiveness, impact, cost and value for money and identifies opportunities for continuous improvement.
- Anticipates and resolves potential issues, manages conflicts and risks, initiating change as required.

4. Builds Productive Relationships:

- Builds and sustains productive working relationships and partnerships with internal and external stakeholders.
- Guides, coaches and develops staff.
- Values individual differences and diversity.

5. Exemplifies Personal Integrity and Self-Awareness:

- Demonstrates professionalism and integrity.
- Demonstrates self-awareness and a commitment to learning and development.
- Takes personal responsibility for meeting objectives and deadlines.

6. Communicates and Influences Effectively:

- Confidently presents messages and selects the most appropriate medium for conveying information.
- Negotiates persuasively.

Desirable:

Relevant tertiary qualification.

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:

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

CERTIFICATION

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

Position Title: Director Library Services	Name: Susan McEwan	Date: 27/11/2024
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