



JOB TITLE: Policy and Research Officer	POSITION CODE: EPRO NUMBER OF POSITIONS = 1	DIRECTORATE: Chief Executive’s Office
CLASSIFICATION: Level 2/4	AWARD: Public Service Award - PSGA	
REPORTS TO Manager – Policy and Research, Level 6		POSITIONS REPORTING TO THIS POSITION Nil
PRIMARY PURPOSE OF POSITION To assist in conducting research to support the development of policy and strategic directions for the State Library and provide support of the Library Board of Western Australia and other committees and assist with statutory and compliance reporting.		
CONTEXT The State Library of Western Australia seeks to enrich the lives of Western Australians by enabling access to resources for information, learning, enterprise and recreation; and collecting and preserving our social and documentary heritage for current and future generations. The Chief Executive’s Office manages and develops high quality support services to the Chief Executive Officer, the Library Board of Western Australia and other strategic partners.		
KEY ACCOUNTABILITIES <div><div><div>1. Undertakes research into issues and trends that affect the State Library and provides briefing papers and research reports as required, with direction from the Manager, Policy and Research.</div><div>2. Assists with the preparation of briefings on library related issues for meetings of the Council of Australian State Libraries (CASL).</div><div>3. Contributes to the preparation of papers for meetings of the Library Board and other Committees, including the taking of and timely preparation of high quality minutes, agendas and briefing papers in consultation with relevant staff.</div><div>4. Assists with the preparation of performance, statutory and compliance reports to meet agreed Library and whole of government reporting schedules, with direction from the Manager, Policy and Research.</div></div><div><div>5. Contributes to the writing of speeches, presentations and other documents as required.Contributes to a positive team environment.</div><div>6. Contributes towards meeting team and State Library objectives and outcomes.</div><div>7. Develops and documents procedures to ensure best practice in team workflows.</div><div>8. Provides customer focused service.</div><div>9. Participates in the planning and development of team workplans.</div><div>Compliance and Legislative Knowledge<ul style="list-style-type: none">Comply with Department of Culture and the Arts and State Library Code of Conduct, policies and procedures and relevant appropriate legislation; andMeet Occupational Safety and Health, equal opportunity and other legislative requirements in accordance with the parameters of the position.</div></div></div>		

<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Library Board and other Committee members 2. Department of Culture and the Arts 3. Other staff across the State Library 4. Public Library Staff 5. Clients and other visitors to the State Library 6. External partners and clients 	<p>POSITION CRITERIA</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Eligibility for Associate membership of the Australian Library and Information Association. 2. Demonstrated ability in writing reports, briefing papers and other documents for committees. 3. Demonstrated ability to undertake research and an understanding of strategic issues affecting the State Library and librarianship generally. 4. Demonstrated ability to identify client needs and expectations and provide flexible and responsive service. 5. Demonstrated capacity to work both independently and as part of a team, with a positive approach to continuous improvement. 6. Demonstrated experience in solving problems through creative and workable solutions and options. 7. Demonstrated knowledge of integrated library management systems, internet and computer applications, eg word processing and spreadsheets. 8. Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including the presentation of training programs.
<p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Meeting statutory reporting timelines. 2. Assisting the Team in reviewing existing statistical collection practices and systems and developing appropriate systems to provide the required reporting. 3. Helping develop workflows and consolidating processes under the new structure. 4. Maintaining a quality client service during transition periods. 5. Developing and maintaining a good working relationships and being flexible with new ways of working. 6. Ensuring that safe work practices are maintained at all times. 	
<p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. Required to have a flexible approach to hours of work to support the needs of the Executive. 	

Signature: **Date:**/...../.....