



Position description

Project Coordinator

This position manages discrete projects within a suite of state-wide development projects for the library sector. Projects include research, strategy development, professional development of staff, advocacy and community engagement programs. The position manages and implements all aspects of allocated projects to achieve outcomes within specified timesframes and budgets, to the satisfaction of project owners, while ensuring compliance with all legislative and regulatory requirements. It works collaboratively with a wide range of stakeholders in public libraries and at the State Library, and with service providers, to implement projects.

The Project Coordinator is accountable for the following measurable outcomes:

- Delivery of projects that position Victorian public libraries for the future and ensure that the State Library meets its obligations to promote high standards in the sector, through outstanding delivery of sector development initiatives
- Strengthening the library sector by building a sector-wide culture of collaboration
- Ensuring that the State Library has a productive relationship with the wider library sector that extends its reach and engagement in the community

Position details

Position number:	8846
Classification:	VPS 4
Establishment type:	Core
Organisational context:	CEO's Office > Library Sector Engagement Branch
Reports to:	Senior Program Manager, Library Sector Engagement
Contact:	Jacqui Horwood, Senior Program Manager, (03) 8664 7056

Requirements

Mode of employment:	Fixed term
Hours of work:	Full time (38 hours per week)
Physical requirements:	Keyboard duties; Reading tasks; Writing tasks; Sitting (extended periods); Repetitive arm/wrist/hand movement; Moving around a complex site.
Work location:	328 Swanston Street, Melbourne, with occasional off-site meetings, including in outer metropolitan and regional Victoria

About the Library

State Library Victoria is one of Victoria's pre-eminent cultural institutions and a leading library of the world. Through our unique collections and wide-ranging services, we are central to the cultural life and economy of Victoria. We are the major reference and research library in Victoria and aim to provide Victorians and all users with ready access to a comprehensive collection of Victorian documentary material and to worldwide information resources to enrich their cultural, educational, social and economic lives. Our values are:

- **Innovation:** We recognise and embrace new technologies, ideas and opportunities to improve, grow and develop as individuals and as industry leaders in a challenging environment.

- **Collaboration:** We work together and with partners, sharing knowledge and resources to advance universal access to information.
- **Engagement:** We work to understand, connect and meet the needs and expectations of our communities in the most appropriate ways.
- **Excellence:** We provide an outstanding service at all times in a professional and ethical manner.
- **Respect:** We strive to create an open and caring community by valuing and supporting individuals, and acknowledging the strength of diversity.

About the team

The Library Sector Engagement Branch works to promote and develop collaborative partnerships across all library sectors. Whilst it has a strong focus on the State Library's well-established relationship with Victoria's public library network, it also works to build connections with university, special, school and government libraries. Its work with public libraries, and potentially other parts of the library sector, includes industry research and innovation, strategy development, workforce and leadership development, sector advocacy, and community programs (especially in regional areas).

Key selection criteria

Knowledge and skills

- **Knowledge of project management concepts:** understands principles, practices and standards associated with designing, implementing, monitoring and evaluating a piece of work to deliver a specific outcome at a specific time, often as part of a larger program or endeavour.
- **Priority and time management skills:** is able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations and timelines, quality and resource use.
- **Problem solving skills:** is able to identify and implement solutions to address difficult situations.
- **Knowledge about the Australian and international library sector:** understands current issues and trends in the sector.

Personal qualities and mindset

- **Accountability:** Works to clear objectives in a transparent manner; accepts responsibility for decisions and actions; seeks to achieve best use of resources; submits to appropriate scrutiny.
- **Detail focus:** pays attention to the smallest elements of an activity or product to achieve accuracy and consistency.
- **Commitment:** sees ideas, tasks and projects through to resolution despite challenges.
- **Adaptability:** accepts new and different situations as a matter of course.
- **Collaborative mindset:** Approaches activities, decisions and outcomes from the perspective of working with others.

Experience and qualifications

- Tertiary qualifications and/or experience in a relevant discipline, eg; project management; library and information management.
- Significant experience in simultaneously managing multiple projects.
- State Library Victoria is a child-safe organisation. A valid Working with Children Check will be required before commencing.
- Current Victorian drivers licence.

How to apply

Please submit your application via www.careers.vic.gov.au, attaching your resume and a cover letter (maximum 3 pages) summarising how you meet the key selection criteria.

If you have questions about the role, please get in touch with the contact person listed in this Position Description. Our People and Culture team (employment@slv.vic.gov.au) can assist with any questions about the application process.

For further information, including employment conditions, please visit the Library's website at <https://www.slv.vic.gov.au/about-us/work-with-us>.