

Events Coordinator – State Library and Archives Engagement

STATEMENT OF DUTIES

OCTOBER 2024

Number	979191
Portfolio	Continuous Improvement and Evaluation
Branch	Libraries Tasmania
Section/Unit/School	Collections and State Archivist
Supervisor	Manager - State Library and Archives Engagement
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 5
Employment Conditions	Permanent or fixed-term, full-time or part-time Up to 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	As Specified

Context

The State Library and Archives of Tasmania is part of Libraries Tasmania and is responsible for developing, managing and sharing the documentary heritage of Tasmania for current and future generations. It enables a greater understanding of Tasmania's past and contribute to discussions about contemporary issues and our collective future, and seeks to increase a sense of inclusion and belonging by recognising and celebrating the diversity of Tasmanians and Tasmanian communities.

Primary Purpose

The Events Coordinator will plan, direct, coordinate and deliver a contemporary and inclusive State Library and Archives events program that shares Tasmanian stories with the broader community.

Level of Responsibility/Direction and Supervision

The occupant operates under the general direction of the Manager of State Library and Archives Engagement and works autonomously in undertaking their day-to-day activities.

The occupant is responsible for the effective planning and delivery of State Library and Archives events, working independently to determine relevant priorities and using initiative and discretion to resolve non-standard issues in accordance with legislation and established departmental frameworks.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Work collaboratively to plan, deliver and review contemporary State Library and Archives events which reflect the interests of the broader Tasmanian community.
2. Monitor events and programs, and prepare high-level documentation including reports, event plans and procedural guidelines as directed.
3. Ensure that all events, promotional materials and collateral comply with relevant departmental and Whole-of-Government policies and ensure they align with the broader objectives of Libraries Tasmania.
4. Monitor and provide advice relating to the financial, human and physical resources, including performance and statistical reporting, and undertake complex problem-solving relating to event operations and performance.
5. Develop and maintain positive relationships with key local organisations and coordinate human, financial and physical resources to ensure events are supported with enough resourcing to run effectively and efficiently.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and

practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated high-level knowledge and experience in event management including creative, conceptual, analytical, and problem-solving skills, with the capacity to coordinate human and physical resources.
2. Significant knowledge and understanding of the role of cultural collecting institutions and Tasmanian history, or the capacity quickly acquire such, together with demonstrated experience in using data and evidence to support change.
3. Highly developed interpersonal, oral and written communication skills, with the proven ability to effectively negotiate and liaise with colleagues and stakeholders, and to accurately produce documents that are clear, accurate and concise.
4. Demonstrated event and procedure development and implementation skills, together with well-developed organisation and self-management capabilities to set priorities, maintain confidentiality, exercise judgement, initiative, and discretion, to deliver high quality outputs within specified timeframes.
5. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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| Essential | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none">• Relevant qualifications in event management, history or cultural heritage. |

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – 10/24

Request:

Date Duties and Selection Criteria Last Reviewed: SW 10/14
