

Literacy Coordinator

STATEMENT OF DUTIES

APRIL 2013

Number	Generic
Portfolio	Continuous Improvement and Evaluation
Branch	Libraries Tasmania
Section/Unit/School	Library Network
Supervisor	As Specified
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 6
Employment Conditions	Permanent or fixed-term, part-time or full time, number of hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	As Specified

Primary Purpose

Develop, implement, monitor and evaluate strategies to support adult and family literacy in Tasmanian communities, in consultation with Libraries Tasmania staff and community stakeholders.

Level of Responsibility/Direction and Supervision

This role has considerable autonomy, with responsibility for activity associated with adult and family literacy support and provision in the community to which the position is attached. The role is accountable for the effective and efficient delivery of adult and family literacy services to an agreed standard within the resources provided.

The occupant works with a significant degree of autonomy and limited supervision and is accountable to the Libraries Coordinator or Regional Manager. The position works within a small team with regional responsibilities for adult and family literacy support.

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. Support and strengthen regional literacy networks and build awareness of adult and family literacy initiatives and programs in the community.
2. Provide high level advice on adult and family literacy needs within the community, monitor and evaluate program delivery, collate performance data and provide written reports as required.
3. Develop and implement appropriate, flexible and innovative adult and family literacy support programs in collaboration with Libraries service delivery teams, providers of education and training community organisations and government agencies.
4. Assist Libraries Tasmania staff in the recruitment and support of a pool of volunteer literacy tutors, including the co-ordination and oversight of training and development.
5. Assess individual literacy learning needs and coordinate appropriate support as required.
6. Oversee and support the delivery of Community Knowledge Network adult and family literacy programs in the community.
7. 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.
8. 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.
9. 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. A demonstrated understanding of adult literacy learning provision and of the barriers faced by adults with low level literacy skills.
2. A broad understanding of and experience in the management, promotion and delivery of community focussed programs and strategies including the use of technology to support adult learners.
3. High level interpersonal communication, relationship building and networking skills, including the ability to function effectively in a team environment.
4. Demonstrated high level organisational and planning skills, including the co-ordination of resources, the evaluation of programs, and the preparation of high-level reports and plans.
5. Demonstrated ability to achieve results in a changing environment and to provide innovative and creative solutions in realising agreed outcomes.
6. 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.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Desirable

- Qualifications and/or experience in adult and family literacy or relevant tertiary qualifications.
- A current driver's licence.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

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: 973874 – Deputy Director Strategic Recruitment and Payroll
Operations – April 2009
Request: 157-2008/09 & 197(3a)-2008/09, 32536, 33096,46091.
Date Duties and Selection Criteria Last Reviewed:
