

## POSITION DESCRIPTION

<b>Position Title:</b>	Heritage and Education Programs Support Officer	<b>Reporting To:</b>	Heritage and Education Programs Manager
<b>Organisation:</b>	Supreme Court Library Queensland	<b>Salary and Conditions:</b>	\$57,209 to \$63, 791 annual salary (plus leave loading and superannuation)
<b>Location:</b>	Brisbane	<b>Date (last revised):</b>	24 January 2017

### ROLE STATEMENT:

The Heritage and Education Programs Support Officer is responsible for providing administrative, research and public programs support to the Heritage and Education team for all education, exhibitions, and collection related activities.

### CONTEXT:

The Supreme Court Library Queensland (SCLQ) is Queensland's principal legal information provider, delivering innovative information services to members of the judiciary, legal profession and community. Its extensive resources span local, national and international materials, accessible online via the library catalogue, as well as a comprehensive collection of print research materials, totaling more than 150,000 items.

The library is an independent statutory authority and was established in 1862 to serve the judiciary and legal profession in the administration of justice in Queensland. In recent years, the library has also assumed a public role in servicing the broader community and in facilitating the preservation of Queensland's legal heritage. It discharges these functions by:

- Delivering timely reference, document delivery and research services, drawing from the SCLQ collection and other institutions as required
- Maintaining accessible collections in both print and online formats
- Providing a central platform for the delivery of library services and collections at [www.sclqld.org.au](http://www.sclqld.org.au)
- Publishing the decisions of the Queensland Courts and providing information about sentences imposed by the courts via the Queensland Sentencing Information Service (QSI)

- Providing a secure intranet for the Queensland judiciary, the *Judicial Virtual Library*, to enable access to legal resources and internal documents
- Collecting and preserving Queensland’s legal heritage across a variety of media including documents, ephemera, images and oral histories
- Promoting understanding of the Queensland court system and its role in society through an education program that serves schools, tertiary institutions and the general public.

## **ORGANISATIONAL RELATIONSHIPS:**

SCLQ is governed by a Committee, comprising members of the judiciary as well as nominees from the Queensland Law Society, Bar Association of Queensland, and the Attorney- General and Minister for Justice. This representation from each of the library’s key user groups ensures that services remain relevant and responsive to patron needs. The Committee is advised by a number of Sub-Committees, which also comprise volunteers from each of the library’s stakeholder bodies. The Supreme Court Librarian is appointed by the Library Committee to manage the operations of the library.

The Supreme Court Library Queensland serves as a support agency for the Queensland courts and is the central information provider for them. Similar organisational relationships exist with other key stakeholder bodies, including the Queensland Law Society and the Bar Association of Queensland.

## **SCOPE:**

The Heritage and Education Programs Support Officer is responsible for providing effective administrative support to the Library’s Heritage and Education team, including exhibitions and research support. In addition the position will work closely with the Community and Education Coordinator to deliver tours and education programs to school students and the general public. To see how the position fits within the organisation, refer to the organisational chart on page four.

## **RESPONSIBILITIES:**

- Coordinate schools and community group bookings, including responding to enquiries and preparing weekly rosters
- Assist in welcoming and orienting visitors to the library’s education and exhibition spaces and in delivering tours to school students and the general public
- Liaise as required with program activity presenters or speakers, including judges and members of the legal profession, artists, and historians
- Ensure that facilities and equipment are available and correctly set up for activities
- Maintain the Heritage and Education Programs client databases, information and recordkeeping systems

- Assist with research and with sourcing material for public programs, including negotiating copyright and image reproduction rights
- Undertake general administrative tasks for the Heritage and Education Programs team.

## **SELECTION CRITERIA:**

### **ESSENTIAL**

- Demonstrated strong administrative ability, including high level of accuracy and attention to detail and ability to prioritise, organise and coordinate several tasks or projects simultaneously
- Excellent oral and strong written communication skills, including ability to confidently and energetically speak before school and community groups
- Excellent interpersonal skills and demonstrated ability to develop and maintain effective working relationships with fellow staff members, customers and other stakeholders in the achievement of the library's strategic objectives
- Basic knowledge of the Queensland legal system
- High level ability to identify and resolve problems, be flexible and implement improved work practices.

### **DESIRABLE (simple comply statements are sufficient to address these criteria)**

- Formal tertiary qualifications in a relevant discipline such as education, law or museum studies, or experience in working as a guide in a museum or gallery environment
- Knowledge of and experience in working with social media and new technologies in delivering public programs
- Availability for out of hours work as required
- Knowledge of and commitment to the principles of workplace diversity, workplace health and safety and participative work practices.

### **OTHER REQUIREMENTS**

Because this position falls under the definition of regulated employment in the Commission for Children and Young People and Child Guardian Act 2000, persons seeking engagement in this position must undergo criminal history screening under the blue card system administered by the Commission for Children and Young People and Child Guardian.