



Role Description

Role title	Administration & Finance Officer	Contact Telephone	Damien De Groot 0422 114 305
Status	Temporary (12 months)	Mail/Deliver	Damien De Groot A/General Manager The Edge State Library of QLD PO Box 3488 South Brisbane. QLD. 4101.
Attendance Basis	Full-Time		
Work Unit	The Edge		
Program	Office of the State Librarian		
Location	South Bank		
Classification	AO3		
Fortnightly Salary	\$1,998.20 - \$2,228.20		
Total remuneration	\$59,478 - \$66,324 (Includes employer superannuation contributions and 17.5% leave loading)	Email	damien.degroot@slq.qld.gov.au
Closing date	5pm, Monday 12 December, 2011		

About State Library

The State Library has been enriching the lives of Queenslanders for more than a century. We are the primary custodian of Queensland's documentary heritage and a significant partner with local government to provide library services for more than 340 public libraries and Indigenous Knowledge Centres throughout Queensland.

We are committed to fostering creative thinking and sharing knowledge to generate an empowered and progressive society. To achieve our vision, enriching the lives of Queenslanders, we focus on delivering three outcomes:

- expanding Queensland memory
- extending access and participation
- fostering learning and literacy.

As we shift to a digital world with a culture of open information and user created content, our role has expanded. While SLQ still documents the story of Queensland and provides access to reference material, the focus has shifted towards engaging the community with these collections through a dynamic and vibrant program which pushes the boundaries of its role in the community.

Alongside this runs innovative projects such as our growing network of Indigenous Knowledge Centres, that is helping to preserve Aboriginal and Torres Strait Islander knowledge and culture. We are also promoting creativity and collaboration through The Edge, the Asia-Pacific Design Library and A State of Writing in collaboration with organisations across Queensland.

The work unit

The Edge at the State Library of Queensland is a centre for creativity, innovation and enterprise across art, science and technology. The Edge is particularly interested in exploring the notion of technology as an enabler for building the capacity of our community to collaborate, and to meaningfully engage with each other and with the space (place and platform). The Edge's ethos is to advance the progression of technology-related programming developed *for, with* and *by* young people.

The Edge is an initiative of the Queensland Government delivered through the State Library of Queensland and a cornerstone of arts, culture + me, the Queensland Government's Children and Young People in the Arts Action Plan 2008-2011. The Edge and associated programmes are specifically designed to capture audiences and participation from Queensland's 15 to 25 year olds; its target audience is both local and global. The Edge aims to foster the development of entrepreneurs, artists, technologists, thinkers, writers and designers through a variety of workshops, think tanks, open labs, rigorous outreach, committed partners and a strong collaboratively driven curatorial vision.

| Situated at South Bank on the Brisbane River, the building is a multi-platform space, equipped with cutting edge production tools for collaborative content production in sound, media, and image. The Edge is productive and sustainable – active and responsive – as it connects to and shares its activities with the world.

About the job

Under direction provided by the General Manager, you will play a crucial role in maintaining the smooth running of day-to-day activities at The Edge. As Administration and Finance Officer your role will be responsible for providing administrative support to a busy, multidisciplinary arts team to assist with the delivery of programming activities and venue operations. You will be required to handle competing priorities, meet deadlines and coordinate activities through to completion with minimal supervision.

Duties and responsibilities include:

- Provide general administrative support to The Edge team, including answering phone enquiries; filing; coordinating travel documentation; data input; organising meetings, minutes and agendas; email correspondence and spread sheet maintenance.
- Coordinate and maintain effective office systems and procedures, including maintaining stationary supplies, phone lists and mail distribution.
- Maintain effective records management practices for the team utilising the RecFind records management system.

- Provide financial administration support by processing, invoices for payment, reimbursement claims and managing a petty cash float.
- Contribute to the achievement of a positive and effective team and work environment by participating in work area goal setting and service improvement.
- Comply with health and safety policies, procedures, hazard reporting and safe work practices.

Are you the right person for the job?

To be successful in this role you will be able to demonstrate the following capabilities as they apply to the responsibilities of the role:

Supports strategic direction – You show judgement, intelligence and commonsense. Demonstrated experience in identifying and implementing improved administrative practices.

Achieves results – Responds positively to change. An ability to reschedule and reorganise your work to reflect changes in priority and readily contribute your own expertise to achieve positive outcomes in the workplace.

Supports productive working relationships – Listens to, understands and recognises the needs of others. Commitment to building positive relationships to ensure team members and clients are kept informed of progress, issues and resolutions.

Displays personal drive and integrity - You take personal responsibility for the accurate and timely completion of your work. Show initiative and do what is required to achieve positive outcomes.

Communicates with influence – You listen, understand and adapt to an audience. Listen carefully to others and check to ensure staff and client views and requests have been understood to complete the administrative support.

Please note:

These are the assessment criteria against which your suitability to the position will be assessed. You will need to address some or all of the above in your job application. Please refer to the “Interested?” section for specific details of the application requirements for this role.

Reporting relationships

This position reports to the General Manager.

Your working life

You will work in an organisation that values engagement, growth and learning, workforce diversity and a balance between work and life commitments. You will be supported and respected as an individual, and will benefit from a range of flexible work options, be

expected to participate in professional development opportunities, and have access to an employee assistance program, and state-of-the art facilities and technology.

Some additional information

- You will need to be flexible as this role may/will involve work outside the normal hours of State Library, including evenings, weekends and public holidays.
- Queensland Government Employment Screening provisions require the recommended applicant for this role undertake a “working with children/Blue Card check” as part of legislated employment screening processes. Further details regarding this check may be obtained by accessing Commission for Children and Young People and Child Guardian (CCYPCG) website: <http://www.bluecard.qld.gov.au/> . Confirmation of employment is conditional upon the recommended applicant being issued with a Blue Card from the CCYPCG.
- Your application to this role will remain current for 12 months and may be considered for recurring vacancies which may be at an alternative location or alternative employment basis (full time or part time).
- On appointment to this position a probationary period may apply in accordance with Section 126 of the *Public Service Act 2008*.
- The State Library is a smoke-free work environment. A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.
- All newly appointed employees to the Queensland public sector must disclose any previous employment as a lobbyist within the last two years.

Interested?

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- Your current résumé, including two (2) referees from the last two years who have a thorough knowledge of your work performance and conduct. Please ensure that one of the referees is your current or immediate past supervisor.
- A brief one page statement outlining your suitability for this position which separately addresses each of the assessment criteria outlined under ‘Are you the right person for the job?’
- Want to know more? Visit The Edge's website at www.edgeqld.org.au

Organisational Chart

The Edge organisational chart follows.

A full organisational chart can be found on the State Library website, at <http://www.slq.qld.gov.au/about/who/orgchart>

Organisational Chart

THE EDGE staff structure

