



Role description

Title	Editor Intern – black&write! (Identified)
Location	Brisbane (South Brisbane)
Fortnightly salary	\$959.00 - \$1162.75
Total remuneration	\$28,545.5 - \$34,610
Classification	AO2
Portfolio	Public Libraries and Engagement
Team/Branch	Reading and Writing team, Community Connections branch
Reports to	Lead, Reading and Writing
No. direct reports	Nil
Status	Temporary to 31 December 2021
Attendance	Flexible Part-time
Contact	Grace Lucas-Pennington, Editor, black&write! Phone: (07) 3842 9985 or Email: Grace.Lucas-Pennington@slq.qld.gov.au
Job ad reference	QLD/SLQ353577
Closing date	Monday 2 November 2020

Your opportunity

As one of Australia's major cultural collecting institutions and custodian of Queensland's memory, State Library of Queensland (State Library) supports a vibrant state-wide network of more than 320 public libraries and Indigenous Knowledge Centres. State Library's workforce reflects the diversity of the Queensland community.

The **Public Libraries & Engagement** Portfolio delivers a bold and lively program of exhibitions, events, workshops and learning. We are inspired by the collection, the community and Queensland's rich stories and culture. The portfolio works with Local Government to ensure all Queenslanders have access to a contemporary public library service.

The **Community Connections** branch is responsible for connecting the diverse communities of Queensland with State Library through a compelling and courageous public program: onsite, online and across the State. The branch includes the following teams: Exhibitions, The Edge, kuril dhagun, Asia Pacific Design Library, Reading and Writing and Strategic Engagement.

The **Reading and Writing** team leads State Library's collaboration with the literary community to champion writers and foster a reading culture in Queensland.

black&write! is a national project and the first of its kind in Australia. The project is designed to recruit, train, and mentor Aboriginal and Torres Strait Islander editors to develop Aboriginal and Torres Strait Islander-authored manuscripts. black&write! is a State Library of Queensland project.

About the job

As Editor Intern, you will apply your keen editorial skills to participate in editorial development, reporting and training activities, as well as assist in the administration of the black&write! Project.

Duties and responsibilities we'll trust you with

- Supporting the delivery of programs and services that promote State Library's collections to the community and fosters curiosity, debate and discussion while meeting State Library's service commitments
- Participating in a high performing Reading and Writing team, contributing to the editorial development of manuscripts received through the black&write! Writing Fellowship competition, under the supervision of the black&write! Editor and any assigned mentors
- Writing editorial reports for manuscripts under the supervision of the black&write! Editor
- Contributing to the administration of the black&write! Project to meet team objectives. This includes writing blog posts and social media updates for State Library marketing platforms
- Participating in editing training and skill development activities, including attending relevant workshops and events through the Queensland Writers Centre where applicable
- Providing event and venue support for relevant black&write! and State Library events as well as attending literary and publishing industry events where applicable
- Working effectively as a member of the black&write! team in the delivery of the team's operational, business and strategic activities; and contributing to a positive and productive work environment
- Working effectively with colleagues and peers while contributing to a productive and positive work environment. This includes being a proactive member of the Community Connections branch and an active participant in Reading and Writing planning and initiatives
- Participating in, contributing to and/or managing financial, human resource and/or ICT responsibilities as per the organisational delegations

About you

We are seeking highly motivated, energetic and proactive people to work as part of our dynamic team. Your resume and statements need to demonstrate to us your capability and capacity for the following essential requirements of the role:

Supports strategic direction	Supporting a shared purpose – Contributing to team goals – Thinking strategically – Harnessing information and opportunities – Showing judgement, intelligence and common sense
Achieves results	Using resources wisely – Applying and building own professional expertise – Responding positively to change – Taking responsibility for work – Achieving outcomes and results
Supports productive working relationships	Nurturing internal and external relationships – Actively listening – Understanding differences – Valuing diversity – Supporting the contribution of others
Displays personal drive and integrity	Demonstrating professionalism – Showing personal courage – Committing to action and being responsible – Demonstrating self-awareness – Committing to personal development
Communicates with influence	Communicating clearly and confidently – Adapting style and messages for the audience – Written and oral communications structured for clarity
Technical	No mandatory qualifications – All relevant qualifications and/or professional memberships considered
Identified position	This position is a genuine occupational requirement. It can only be filled by an Aboriginal and/or a Torres Strait Islander person as per Section 7, <i>Anti-Discrimination Act 1991</i> for the purpose outlined in Section 25 of the Act

The above requirements are based on [CLF2](#) the Capability and Leadership Framework (CLF). Information on the CLF can be obtained from the Queensland Government website:

www.forgov.qld.gov.au.

Our enduring values



We provide free and equitable access



We share



We seek diverse voices



We belong to the community

Our guiding behaviours



Customers first



Ideas into action



Unleash potential



Be courageous



Empower people

Interested?

If you think you are a good fit to be considered for this role, please provide the following information:

- Your résumé, demonstrating your knowledge, skills, ability, experience and capability to do the role
- Two (2) referees from the last two years. Your referees should have a thorough knowledge of your work performance and conduct. One of these referees need to be your most recent supervisor
- A maximum two (2) page statement that must include your response to the following two (2) questions:
 - Why do you want to join black&write! as an Editor Intern?
 - What experience could you draw on as an Aboriginal and/or Torres Strait Islander person working with Indigenous people or communities in a professional context?

For each question, please describe a specific example outlining the situation, tasks, actions and results that show your knowledge, skills, ability and experience relevant to the role.

- Applicants are encouraged to apply using the 'apply online' facility available on the Smart Jobs and Careers website: www.smartjobs.qld.gov.au

Please note: Verification of Aboriginal and/or Torres Strait Island heritage is required. A witnessed declaration will be sent to the recommended applicant prior to the appointment process. Requesting this information from the applicant helps to ensure that the intention is honoured. For

more information: www.forgov.qld.gov.au/documents/guideline/evidence-attribute-aboriginal-andor-torres-strait-islander-identified-roles

Important information

- This position description provides the minimum requirements for the role. Extra duties may be required as requested by your supervisor
- Employees may be required to work hours outside the normal work hours
- For some positions, travel and overnight absences are part of the role. For other positions, travel and overnight absences may be required from time to time
- For some positions, a uniform is provided and must be worn as part of the role
- The recommended applicant if they are or have been a public sector employee must disclose previous serious disciplinary action taken against them. If recommended for the position, the Panel Chair will contact the applicant further to discuss this requirement
- A criminal history check will be completed on the successful applicant. Applicants must disclose any previous Commonwealth, State and/or Territory criminal and/or regulatory convictions except convictions in accordance with the Criminal Law (Rehabilitation of Offenders) Act 1986
- A working with children/Blue Card check will be completed for identified positions
- The successful applicant must declare if they have engaged as a lobbyist in the previous 2 years and supply a statement of their employment
- A probationary period may apply to the successful applicant
- Some roles will require you to drive a motor vehicle. You will need to hold a C Class open driver's licence
- Some roles may be required to undertake physical moving, bending, standing and lifting of materials that weigh up to 15kgs
- Applications will remain current for up to 12 months from the closing date
- Find out more about working at State Library by visiting us at slq.qld.gov.au