



Role Scope

Team Member Corporate Support, Library Services

AFP appointees contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

Corporate Support assists AFP business through the provision of a variety of administrative and financial functions. This work may include:

- Performing a range of office management activities;
- Undertaking project and research work to support AFP business;
- Monitoring and evaluating the effectiveness of ongoing AFP operational activities;
- Contributing to the development and implementation of corporate policies, processes and systems which enhance the delivery of AFP operational outcomes; and
- Maintaining currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process.

Role Scope

The role is in Library Services. This role provides corporate information, research and reference services. Library Services supports AFP national and international activities and cooperates with external agencies in information exchange, resource sharing and networking.

Essential Requirements

- Formal qualifications in library and/or information science at under-graduate or post-graduate level recognised by the Australian Library and Information Association for associate membership or extensive demonstrated equivalent skills and experience.
- Security clearance.

Selection Criteria

1. Organising your work, making sound decisions and achieving outcomes.
2. Communicating and working effectively with other people.
3. Applying technical knowledge, expertise and skills.

29 January 2007