

## POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Library Professional Cadet

Level: 3/4

Faculty/Division: Academic Services Division

Department: Library

Position No:

### Primary purpose of the position:

The Library Cadet will undertake a three year rotational program of on-the-job training across all Divisions in the Library.

### Position Environment:

The University and the Library operate in an environment characterised by constant change in higher education, both nationally and globally. Increasing tensions between traditional and innovative modes of scholarly communication, the internationalisation of universities and remote access to university education; heighten demand for diversity and excellence in client services.

The Library aims to embed best practice principles into all elements of resource management – human, physical and financial to achieve and sustain recognised excellence in information provision and services which contribute to the achievement of the University's goals of excellence in teaching, research and the student experience. The Library's performance is regularly assessed through national benchmarking exercises, institutional reviews (e.g. AUQA, TEQSA) and attainment of certification against recognised standards of excellence, e.g. Australian Business Excellence and *Investors in People*. The Library was the first organisation in Australasia to achieve *Investors in People* Silver status recognition under a new certification framework in 2010.

The Library's organisational culture is based on the following values and personal attributes:

Values	Personal Attributes
<ul style="list-style-type: none"> <li>• People First</li> <li>• Open Communication</li> <li>• Integrity</li> <li>• Commitment</li> <li>• Initiative</li> <li>• Collaboration</li> <li>• Sharing Knowledge and Learning</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Approachable</i> – friendly, patient, receptive, accessible</li> <li>• <i>Reliable</i> – dependable, responsible, consistent, trustworthy</li> <li>• <i>Self Aware</i> – willing to reflect on own actions</li> <li>• <i>Positive</i> – optimistic, enthusiastic, forward looking, 'can do' attitude</li> <li>• <i>Flexible</i> – open to change, adaptable, resourceful</li> <li>• <i>Ethical</i> – honest, principled</li> </ul>

Strategic initiatives and objectives are developed in alignment with University goals as part of the annual strategic planning process in which all Library teams participate. Library goals are met through cross team projects and team plans which are guided by the Vision, Mission and Goals and the Library's performance indicator framework.

A range of training and development opportunities enables staff to meet the challenges of change and to pursue their career goals. In turn, each staff member has an individual responsibility to contribute to the improvement of processes within their team and throughout the Library.

### Structure

Three divisions: Client Services, Resources and Technology Services. The structure is primarily team-based with minimum emphasis on traditional hierarchy.

### Team Environment

The Cadet is a member of the relevant team for the duration of the placement as follows:

Client Services	6 months
Resource Sharing	4 months
Collection Development	4 months
Scholarly Content/Archives	4 months
Liaison Services	6 months
Technology Services	3 months
Planning and Marketing	3 months
Cadet's Choice	6 months

## Major Accountabilities/Responsibilities:

In order of importance

Responsibilities		Outcome	Performance Indicators	% of Time
1.	Undertake a three year rotational program of on-the-job training across all Divisions in the Library.	Well developed understanding of the work of each Division and their roles in supporting the Library's mission	Staff knowledge and skill attainment	
2.	As a member of each team, undertake the full range of team functions.	Enhanced skills that enable the undertaking of different roles across the library	Staff knowledge and skill attainment	
3.	Provide effective client service to internal and external clients including participation at service points.	Enhanced understanding of client needs that enables excellent client service	Client and stakeholder satisfaction	
4.	Assist in the review of team policies and procedures	Up-to-date team policies and procedures	Effective and efficient resource management	
5.	Maintain a Portfolio of Evidence, self-reflection and feedback.	Documentation that informs continual learning, personal goal setting and career planning	Staff knowledge and skill attainment	
6.	Observe Employment Equity and Diversity principles and practices.	Fair treatment in the workplace		Ongoing
7.	Observe OH&S responsibilities, accountabilities and authorities as outlined in the University <a href="#">OHS Roles and Responsibilities Document</a>	A safe working environment for self & others.		Ongoing

## Reporting Relationships:

Position Reports to:	The Manager, Administration for overall aspects of the cadetship program.  Team Leader appropriate to each rotation period.
The position supervises the following positions:	Nil

## SELECTION CRITERIA

### Knowledge, Skills & Competencies:

#### Essential Knowledge & Skills:

- demonstrated commitment to a career in librarianship
- demonstrated leadership potential
- demonstrated ability to embrace change

#### Essential Competencies:

- manage multiple tasks effectively, with direction from Team Leader
- interacts effectively with a wide variety of people
- commits to self improvement
- commits to continuously improving products and services
- actively pursues the achievement of individual and team goals and objectives
- delivers quality, client centred services

### Education and Experience:

#### Essential Education & Experience:

- working towards professional library qualifications in an undergraduate or postgraduate program

### Special Job Requirements:

- Cadets may be rostered to work at a service point between the hours 8 am – 10.15 pm Monday to Saturday. Rostered duties at service points occurs in the following sequence:
  - Loans and Information Desks – first 18 months of program
  - Research Help Desk – next 18 months of program
- Cadets receive an annual salary with increments each year, plus an education allowance to support course fees and textbooks.
- Cadets have access to study leave during session.

### Organisational Chart:

Please attach an up to date organisational chart to this position description.

### Approval:

Approved by Head of Unit: Margie Jantti, University Librarian

Date: October 2012

Approved by Personnel:

Date: