

POSITION DESCRIPTION – General Staff

For levels 6/7 and above

Position Title: Collection Access Librarian

Level: 6/7

Faculty/Division: Academic Services Division

Department: Library

Primary purpose of the position:

The Collection Access Librarian is responsible for supporting the discovery and access to electronic resources through new and existing platforms.

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

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 Collection Access Librarian is a member of the Collection Development Team which operates within the Resources Division. The team's core business process is:

- Accessing
- Resourcing

Major Accountabilities/Responsibilities:

In order of importance

	Responsibilities	Outcome	Performance Indicators	% of time
1	Use knowledge of systems, metadata and UOW programs to investigate and make recommendations on the following: <ul style="list-style-type: none"> models for delivery of information resources via a range of platforms and devices Options for metadata enrichment and interoperability 	Constructive contribution to the development of access and discovery platforms	Planning success	30
2.	Facilitate the discovery and access to electronic resources by: <ul style="list-style-type: none"> Monitoring enhancement releases for existing discovery platforms Coordination of new resource trials and facilitation of evaluation and feedback processes Promoting awareness of electronic resources and features through new and existing platforms Enhancing the use of electronic collections 	UOW stakeholder needs aligned with Library services	Effective and efficient resource management Client satisfaction	20
3	Assist the Electronic services Librarian in the configuration and management of electronic resources in Library resource discovery tools and platforms	Accurate and timely information and provided to support Vendor Relationship management	Planning success	20
4.	Effective contribution to team meetings, achievement of team goals, and Library-wide initiatives including: <ul style="list-style-type: none"> Projects, gathering and analysing data to support decision making processes of the team and Library Demonstrated agile and flexible approaches to problem solving and improvements needed 	Constructive contribution to decision making and planning processes	Planning success	10
5.	Develops and maintains professional knowledge and capability including: <ul style="list-style-type: none"> Monitors developments in data and technology standards relevant to scholarly information and resources Maintains current knowledge of UOW programs relevant to discovery and access of content 	Constructive contribution to decision making and planning processes	Operational excellence Planning success	10
6.	Liaises with other teams, library clients and vendors on metadata and systems interoperability requirements to support access to resources and content	Alignment of team policies with the strategic direction of the Library	Planning success	10
7.	Observes Employment Equity and Diversity principles and practices	Fair treatment in the workplace		Ongoing
8.	Observes OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	A safe work environment for self and others		Ongoing

Reporting Relationships:

Position Reports to:	Electronic Services Librarian
The position supervises the following positions:	n/a

Key Challenges

1. Management of access and discoverability of collections within a changing technological and higher education environment
2. Ensuring standards in metadata management are applied towards optimizing interoperability and access to electronic resources

SELECTION CRITERIA

Knowledge, Skills & Competencies:

Essential Knowledge & Skills

- demonstrated knowledge of emerging technologies related to electronic publishing
- demonstrated ability to use a range of information technologies

Essential Competencies:

- manages multiple tasks effectively
- commits to the planning and achievement of team goals and objectives
- initiates and implements client centred services
- interacts effectively with a wide variety of people
- takes responsibility for individual goals and self improvement
- commits to continuously improving products and services

Education and Experience:

Essential Education & Experience:

- completion of a relevant degree or completion of an associate diploma with at least two years relevant experience or an equivalent combination of relevant experience and/or education/training

Special Job Requirements:

May be rostered to work at a service point between the hours 8 am – 10.15 pm Monday to Saturday

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: February 2013

Approved by Personnel: _____

Date: _____