

POSITION DETAILS:

POSITION TITLE	Manager Rare Books and Special Collections		
SCHOOL / DEPARTMENT	Collection, Digital and eScholarship Division		
FACULTY / PSU	University Library		
REPORTS TO	Director Collection, Digital and eScholarship Services		
CLASSIFICATION LEVEL	HEO 8	POSITION NUMBER	
CLASSIFICATION DATE	14 MArch 2013	CLASSIFICATION CODE	CAT13216
PRIMARY POSITION ACTIVITY	Library		

PRIMARY FUNCTION:

Provides specialist knowledge and expertise to establish the vision, strategic direction and the leadership to ensure the Library's Rare Books and Special Collections supports the Library and University's research, teaching and community engagement programs.

OVERVIEW OF THE SCHOOL / DEPARTMENT AND POSITION CONTEXT

The Collection, Digital and eScholarship Division of the University Library supports the University community to optimise their use of information resources and services to inform their research, learning and teaching.

With a strong focus on supporting postgraduate and research students, the staff of this division develops and delivers help services and core competency training for Sydney academics and students. Such support includes the delivery and evaluation of information and research skills development programs and online learning materials. The staff of the Collection, Digital and eScholarship Division contributes to the creation of the University Library as a trusted information environment, enabling learning and the advancement of knowledge creation and communication.

This specialist role includes the traditional curatorial, collection development and asset management responsibilities but extends beyond those activities to include the identification and delivery of creative responses to raise the visibility and profile of the collections in support of the University's research, teaching and community engagement programs. This includes the design and implementation of coherent digitisation programs to optimise exposure of the collections together with fundraising and related activities to enable those programs to be delivered. The position includes the development of local provisions and guidelines appropriate to the nature and value of the managed assets.

The University Library reserves the right to transfer or rotate the location of this position to any of its Library sites based on workloads, professional development or business needs.

KEY ACCOUNTABILITIES:

		<i>Frequency</i>
1.	Establish the vision and direction for the Library's Rare Books and Special Collections including the development and implementation of a strategic plan and annual work plans for the unit	<i>Ongoing</i>

2.	Develop collaborative partnerships at local, national and international levels to support local service delivery, including the initiation and development of project proposals for internal and/or external funding and the exploitation of technological opportunities (including digitisation programs) to support increased exposure of the collections	<i>Regularly</i>
3.	Develop and make recommendations regarding local provisions, guidelines and procedures for the management, exploitation and curation of the Rare Books and Special Collections	<i>As required</i>
4.	Ensure the delivery of high quality and client-centred services and resources that meet the research and teaching needs of the University community. Develop the resources and services of the Rare Books and Special Collections Library to deliver service improvements.	<i>Daily</i>
5.	Plan and deliver joint teaching sessions delivered with academics to maximise the exposure of the collections in support of the University's strategic priorities	<i>Ongoing</i>
6.	Implement a program of creative activities to raise awareness of the academic value and importance of the collections to both members of the University and externally. Promote, with other Library staff, the collections through specialised teaching, functions and events, presentations, and publications to ensure wider knowledge and use of the collections	<i>Ongoing</i>
7.	Consolidate and develop the Rare Book and Special Collections through the selection and acquisition of material that will enhance support for the research, teaching and community engagement programs of the University.	<i>Ongoing</i>
8.	Develop a conservation program for the collections and raise external funding in order for the program to be implemented	<i>Ongoing</i>
9.	Manage assigned staff and analyse, measure, evaluate and report on the team's performance against agreed targets and participate in continuous improvement activities.	<i>Daily</i>
10.	Monitor, manage and develop the endowment and bequest budgets to ensure effective development and management of the collections; increase external funding to Rare Books through donor and benefactor activities, including with the Friends of the Library, to enable the acquisition of significant material to support university research and study	<i>Ongoing</i>
11.	Actively contribute to Library planning and strategic development as a member of the Library's senior staff.	<i>As required</i>
12.	Other duties or special programs/projects as assigned by the Director Collection, Digital and eScholarship Division.	<i>As required</i>

KEY RELATIONSHIPS

INTERNAL – across/within the University

MAIN CONTACT	FREQUENCY	PURPOSE
Director Collection, Digital and eScholarship	Regularly	Consultation, collaboration and strategic direction
Library clients including academics, researchers and students	Daily	Service provision and development, marketing and evaluation
Managers, Collection, Digital and eScholarship	Daily	Consultation and collaboration.
Faculty Liaison Librarians	As required	Consultation
University Librarian	As required	Consultation, Strategic direction
Advancement services	As required	Consultation and collaboration for fund raising
Human Resources, ICT, and other campus agencies	As required	Consultation and collaboration

EXTERNAL – outside of the University

MAIN CONTACT	FREQUENCY	PURPOSE
Colleagues at university, state and national libraries (both nationally and internationally)	As required	Collaborative project developments, knowledge sharing and benchmarking
Antiquarian book dealers	As required	Purchase of resources
Donors, alumni and Friends of the Library	As required	For functions, activities and fund raising
Valuers and assessors of rare books material	As required	To value the collections
Conservators	As required	To assess and assist with conservation

DECISION MAKING AND DELEGATIONS OF AUTHORITY

Under the broad direction of the Director, Collection, Digital and eScholarship Division and through engagement, negotiation and understanding of the key stakeholder groups this role will manage the delivery of services to ensure the development and maintenance of the Library's Rare Books and Special Collections to the University community and beyond.

Where a person is designated Head of Administrative Unit (HOA), the *Delegations of Authority - Administrative Rule* applies.

POSITION DIMENSIONS

STAFF DATA	
DIRECT REPORTS: number of direct reports to this position, their classification and number of incumbents	Librarian HEO 6 Library Officer HEO4
INDIRECT REPORTS: number of reports via subordinates to this position	None
FACULTY / PSU SIZE	Approximately 224.0 FTE
SCHOOL / DEPARTMENT SIZE	59.0 FTE
FINANCIAL DATA	
SALARY BUDGET	Nil
NON-SALARY BUDGET	Nil
GRANT AMOUNTS / BUDGET	Nil
OTHER AMOUNTS	Endowment/bequest budget

EXPERIENCE, SKILLS AND QUALIFICATIONS

CRITERIA	ESSENTIAL	DESIRABLE
Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; extensive experience and management expertise; or equivalent combination of relevant experience and/or education/training.	X	
Demonstrated experience in developing, managing and curating rare book and special collections	X	

Experience managing a relevant small or specialised unit where innovation, initiative and/or expert judgement are required	X	
Extensive understanding of the antiquarian book trade and book valuations	X	
Demonstrated experience in the application of new and emerging technologies relevant to the delivery of digital access to rare books and special collections.	X	
Track record in developing successful project proposals and securing external funding	X	
Ability to demonstrate innovative approaches to problem-solving and to cultivate this approach in team members	X	
Demonstrated ability to develop networks and associations to support future development of the rare book collections	X	
Excellent communication, interpersonal and presentation skills	X	
Understanding of the relationship between the Library and the process of scholarship in relation to community outreach, research, publication, access/preservation and teaching.		X

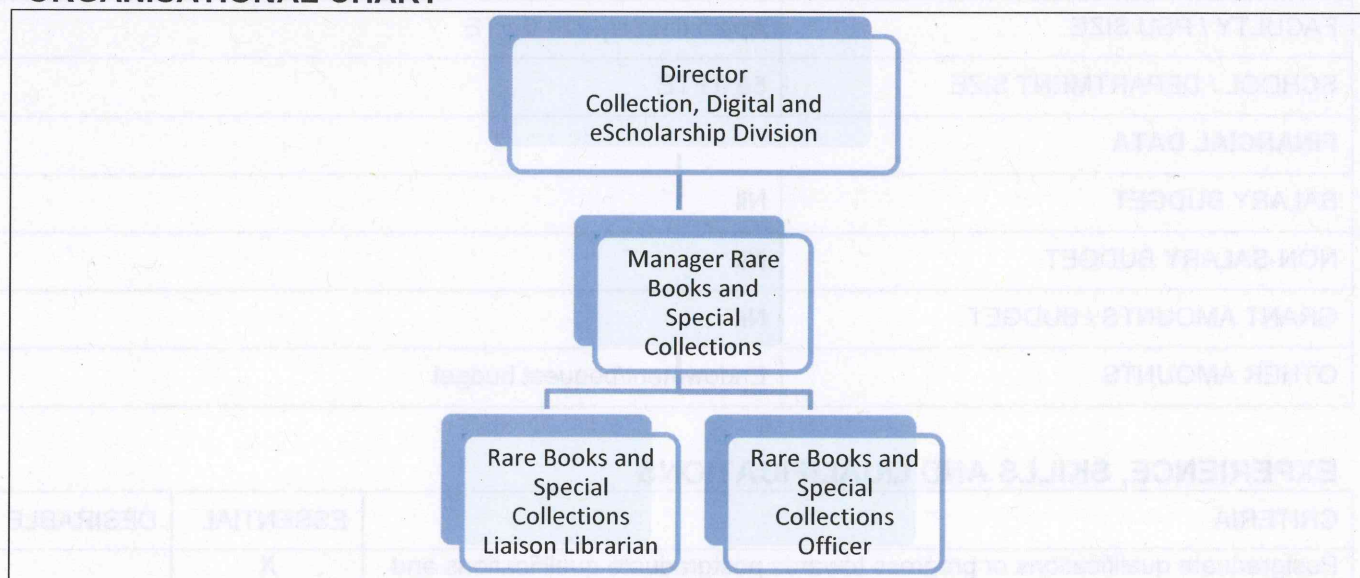
EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

Demonstrated understanding of the incorporation into University life of the principles of Equal Employment Opportunity and Affirmative Action [EOOnline](#); and ability to work positively with staff and students from a diverse range of backgrounds.

WORK HEALTH AND SAFETY (WHS)


Understand your WHS responsibilities and actively ensure the health, safety and wellbeing of yourself and others at work in accordance with your delegated authority, as described in the University's [OHS Policy and Procedures](#) and [role responsibilities](#).

ORGANISATIONAL CHART



SIGNATURE

LINE MANAGER	Director Collection, Digital and eScholarship Division	DELEGATED AUTHORITY	Anne Bell, University Librarian
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SIGNATURE ¹		SIGNATURE	
DATE		DATE	13/3/13

¹ Use of electronic signatures is acceptable, but must be in accordance with University requirements.

