

POSITION DESCRIPTION – General Staff

For levels 6/7 and above

Position Title:	Manager Resources	Level:	8/9
Faculty/Division:	Academic Services Division	Department:	Library

Primary purpose of the position:

The Manager Resources is responsible for managing Library-wide collection development and access to support University teaching, learning and research.

Position Environment:

The Library aims to embed quality 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. Progress towards this goal has been recognised through winning an Australian Business Excellence award 2000 and ongoing accreditation against the *Investor in People* standard; achieving Silver status 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

Our environment is complex and constantly changing. A challenging work environment results from developments in information technology and communication networks, the internationalisation of the University, alternative modes of teaching and remote access to university education, increasing emphasis on client service and the diversity of the University community.

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. Team plans are guided by critical success factors 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 Manager Resources is responsible for management of the Collection Development and Resource Sharing Teams which operate within the Resources Division. The team's core business processes are:

- Accessing
- Resourcing

Major Accountabilities/Responsibilities:

In order of importance

Responsibilities		Outcome	Performance Indicators	% of Time
1.	<p>Provide leadership and management of effective library-wide collection development and access including:</p> <ul style="list-style-type: none"> Implementing, evaluating and assessing Library collections through detailed analysis techniques Developing systems and practices for the effective administration of resource licence and access conditions In liaison with faculty and Library stakeholders, coordinating assessment programs to ensure a high level of service and collection alignment with UOW teaching, learning and research needs Monitoring quality assurance and consistency of data standards 	Effective evaluation of library collections and resources to support University teaching, learning and research needs	Impact Stakeholder satisfaction	30
2.	<p>Build and maintain effective and collaborative vendor and industry relationships to achieve collection relevance and access to resources including:</p> <ul style="list-style-type: none"> Negotiating and maintaining favourable vendor agreements that ensure cost effective service outcomes Investigating and implementing vendor services that support timely and efficient acquisition processes and client access methods Contributing to resource sharing consortia and industry groups to ensure optimal access to resources not held by UOW Library 	<p>Resources required for new/revised subject are available in a timely manner</p> <p>Relevant profiles that result in comprehensive resource selection</p>	<p>Operational excellence</p> <p>Planning success</p>	30
3.	<p>Provide leadership and direction for the Collection Development and Resource Sharing Teams including:</p> <ul style="list-style-type: none"> Effective team planning Developing and implementing relevant policies Facilitating and managing change implementation aligned to strategic objectives 	<p>Achievement of team and Library goals</p> <p>Effective team performance</p>	<p>Operational excellence</p> <p>Staff satisfaction</p>	20

4.	Contribute to strategic decision-making related to the collection development budget including: <ul style="list-style-type: none"> • Advising on the annual allocation of information resource funds • Leveraging opportunities for national consortia purchasing • Coordinating the annual review of database/journal subscriptions ensuring a balance between cost-effective purchases and meeting client needs 	Funds are allocated in accordance with the Financial Plan and current client needs. Resource selection and purchase is based on informed data	Financial accountability Planning success	10
5.	Provide high level advice and recommendations to the Library Executive regarding collection development including: <ul style="list-style-type: none"> • Working with Associate Librarian Resources to ensure ongoing relevance of the Library's Collection Development Policy • Provision of data for reporting to internal and external parties, including national bodies 	Resource selection and purchase is based on informed data Accurate information reports and other forms of communication	Impact Planning success	10
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 OHS Roles and Responsibilities Document	A safe working environment for self & others.		Ongoing

Reporting Relationships:

Position Reports to:	Associate Librarian Resources
The position supervises the following positions:	Team leader, Collection Development Team leader, Resource Sharing Electronic Services Librarian
Other Key Contacts:	Manager Scholarly Content

Key Relationships:

Contact/Organisation:

Academic staff
CAUL
Vendors

Purpose & Frequency of contact

Collection development
Consortia purchasing
Negotiation of subscriptions

Key Challenges:

1. Implementing solutions for the effective administration and centralisation of electronic resource management data, e.g. licences, terms and conditions, status, costs, usage
2. As the demand for subscription based electronic resources increases, mitigating risk in the development and management of resources that are not purchased in perpetuity is essential
3. Ensuring Library collections remain relevant within an environment of changing teaching, learning & research priorities
4. Enabling efficient and timely access, through a range of suppliers and systems, to research materials not held by the Library

SELECTION CRITERIA

Knowledge, Skills and Competencies:

Essential Knowledge & Skills:

- demonstrated managerial and leadership experience
- demonstrated knowledge of current trends and developments in the publishing and resource access environments as they relate to the higher education environment
- demonstrated ability to effectively develop and manage information resources in an academic environment

Essential Competencies:

- interacts and negotiates effectively with a wide variety of people
- motivates others to achieve vision and purpose
- manages resources efficiently (physical, human, financial, information)
- manages competing priorities in a changing environment
- initiates and develops new services of considerable complexity

Education & Experience:

Essential Education & Experience:

- recognised degree in a relevant discipline plus postgraduate qualifications or progress towards postgraduate qualifications or qualifications and experience deemed to be equivalent . Eligible for Associate (professional) membership of ALIA
- experience with library management systems and information technologies

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

Date: March 2013

Approved by Personnel:

Date: