

POSITION DESCRIPTION – General Staff For levels 6/7 and above

Position Title: Learning and Research Services Librarian

Level: 6/7

Faculty/Division: Academic Services Division

Department: Library

Primary purpose of the position:

The Learning and Research Services Librarian supports learning, teaching and research through the delivery of a range of professional services and by contributing to the appropriate development of the Library collection. This ensures the provision of a range of client focused high quality scholarly information services that align to the strategic outcomes of the University including supporting the development of graduate qualities in students and development of high impact research strategies for researchers.

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 Ideal Culture is based on the following values and personal attributes:

Values	Personal Attributes
• People First • Open Communication • Integrity • Commitment • Initiative • Collaboration • Sharing Knowledge and Learning	• Approachable – friendly, patient, receptive, accessible • Reliable – dependable, responsible, consistent, trustworthy • Self Aware –willing to reflect on own actions • Positive – optimistic, enthusiastic, forward looking, 'can do' attitude • Flexible – open to change, adaptable, resourceful • Ethical – 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 Learning and Research Services Librarian delivers research support, reference, information skills training and scholarly resource identification and evaluation across and within the full range of disciplines encompassed by the research, learning and teaching activities of UOW.

The Learning and Research Services team sits within the Liaison Services team which is part of the Client Services Division. The team's core business processes are:

- Delivering a range of tailored information services to support research
- Delivering a suite of relevant services to support development of graduate qualities in independent learners
- Informing building and development of scholarly information collections

Major Accountabilities/Responsibilities:

In order of importance

	Responsibilities	Outcome	Performance Indicators	% of Time
1.	Provides information and research services to staff and students including: • Supply a range of reports and supporting data to inform academic staff of publication indicators, including strategies to increase impact of research outputs • Conduct individual research consultations and deliver high impact presentations • Staff the reference service points and online help services • Liaise with academic staff to determine the effective and efficient delivery of information skills development supporting the attainment of UOW Graduate Qualities	UOW Researchers are provided with end-point products to optimise their time Structured specialist research consultations in disciplinary areas of expertise contribute to better research and learning outcomes for staff and students	Demand Impact	50
2.	Develops and maintains professional knowledge and capability including: • Maintaining awareness of developments in electronic and online resources and proficiency in their use; broadening and deepening disciplinary areas of expertise • Remaining current with relevant search tools and literature types to support the discovery of scholarly content	Services, content and products are relevant to the learning, teaching and research needs of the University	Operational Excellence Demand	20
3.	Contributes discipline expertise to inform the achievement of the Library's strategic objectives including: • Assist with the development of content profiles to reflect faculty and research content needs • Liaise with Faculty to select and de-select scholarly resources and develop the collection using appropriate selection tools	Relevant and up-to-date profiles used by faculty and library to determine collection development Collections which are current and meet the needs of students and faculty	Demand Collection relevance	15
4.	Effective contribution to team meetings, achievement of team goals and Library-wide initiatives including: • Projects, gathering and analysing data to support decision making processes of the team and Library • Demonstrating agile and flexible approaches to problem solving and improvements needed	Constructive contribution to decision making and planning processes	Planning success	15
5.	Supervise the afterhours operation of the Library	Effective supervision of casual staff and building management	Leadership effectiveness	As required

6	Observe principles and practices of Equal Employment Opportunity	Fair treatment in the workplace		Ongoing
7	Observe OH&S responsibilities, accountabilities and authorities as outlined in the University OHS Roles and Responsibilities Document	A safe working environment for self & others.		Ongoing

Reporting Relationships:

Position Reports to:	Learning and Research Services Team Leader
The position supervises the following positions:	Casual staff when acting as Officer-in-charge of the Library

Key Relationships:

Contact/Organisation:

Library clients
Faculty staff

Managers, Collection Development & Resources
Community groups requiring Library assistance
Strategic alliances related to the position

Purpose & Frequency of contact

Support services, class delivery (online or face-to-face)
Information management, collection development, research support
Resource selection
Reference help services, some instruction
Special libraries

Key Challenges:

1. Negotiating delivery of sustainable and relevant information skills programs into faculty curricula across a range of disciplines and cohorts
2. Responding in a timely manner to complex requests for relevant services and resources from a range of internal and external clients
3. Building collections to support key research and learning discipline areas
4. Maintaining currency and skills in online scholarly environments

SELECTION CRITERIA

Knowledge, Skills & Competencies:

Essential Knowledge & Skills:

- demonstrated aptitude for implementing innovative information and research skills programs to provide cross-disciplinary services in a Higher Education environment
- well developed analytical, research and reporting skills relevant to research intensive environment
- demonstrated understanding of information management, collection development principles and scholarly publishing practices in an academic environment
- demonstrated agility and capacity to deliver creative solutions in response to a changing learning environment

Essential Competencies:

- actively pursues the achievement of the organisation's strategic outcomes via individual and team goals and objectives
- delivers and implements client centred services
- interacts and negotiates effectively with a wide variety of people
- commits to self improvement

Education & Experience:

Essential Education & Experience:

- Completion of a degree with subsequent relevant work experience; or extensive experience with substantial specialist expertise and broad knowledge of librarianship; or equivalent level of knowledge gained through any other combination of relevant experience and/or education/training. Eligible for Associate (professional) membership of ALIA

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: March 2012

Approved by Personnel: _____

Date: _____