

# POSITION DESCRIPTION



Student and Scholarly Services  
Chief Operating Officer Portfolio

## Faculty Librarian

<b>POSITION NUMBER</b>	0010762
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 9 - \$139,693-\$145,339 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Kylie Brown Tel +61 417 931 547 Email <a href="mailto:kylie.brown@unimelb.edu.au">kylie.brown@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## **ACKNOWLEDGEMENT OF COUNTRY**

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

## **THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University's finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

## **STUDENT AND SCHOLARLY SERVICES**

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

## **SCHOLARLY SERVICES**

Scholarly Services comprises two programs: Research and Collections and Teaching and Learning Innovation, reporting to the position of Director, Scholarly Services and University Librarian. These portfolios support the scholarly life of the University.

## **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## **ABOUT THE ROLE**

### **Position Purpose:**

Faculty Librarians lead engagement with faculties to deliver library learning and teaching programs, research support services and collections and resource advice. This entails working with key faculty stakeholders, including academics and professional staff, to deliver programs and resources that support and are aligned with University, Scholarly Services and faculty research and learning and teaching priorities and strategic directions. Faculty Librarians lead teams of liaison librarians to deliver high quality, scalable and sustainable programs that enable students and researchers to effectively find and use scholarly information. To do this they work collaboratively with a range of colleagues across Student and Scholarly Services and within faculties.

This position focusses on the STEM disciplines (including Medicine, Dentistry, other Health Sciences; Engineering and IT; Physical and Life Sciences; Veterinary Science; Agriculture and Forestry) and is primarily based at the Parkville campus.

Reporting line: Associate Director, Library Learning and Engagement

No. of direct reports: 2

No. of indirect reports: 6 to 10

Direct budget accountability: N/A

**Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: Principally provides services to STEM disciplines

**OH&S and compliance:** All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>. Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

- Lead and direct library services to STEM disciplines, thereby contributing to achievement of the University's and faculties' strategic teaching, learning and research goals.
- Lead strategic stakeholder-library engagement and develop effective partnerships with key academics, researchers, professional staff and committees, and Scholarly Services colleagues to develop and deliver effective services and strategic initiatives.
- Lead teams of liaison librarians with a clear focus on efficient and effective services and improvements, building culture and capability to deliver strategic goals and managing performance to build a highly effective team.
- Contribute to Scholarly Services' planning and service development, including leading and coordinating service improvement and special projects.
- Contribute to the collection, design, and reporting of data and service metrics about Library services, programs and resources to provide accurate, timely and meaningful information to stakeholders.

- Contribute to the management of the Library's collections in collaboration with faculty academic staff and Collections colleagues.
- Collaborate with Scholarly Services colleagues to ensure consistency and cohesion across the program and quality end-user experience, particularly colleagues who manage library spaces and frontline services.
- Actively contribute to innovation and continuous improvement of practices and processes based on analysis and feedback, working collaboratively with stakeholders to inform business improvements.

### **Selection Criteria:**

#### Education/Qualifications

1. The appointee will have:

- (a) Post graduate qualifications in a relevant discipline and significant relevant management experience and/or an equivalent combination of relevant experience and training.
- (b) Eligibility for associate membership of the Australian Library and Information Association (ALIA).

#### Knowledge and Skills

2. Demonstrated capability to lead the digital uplift of future-facing library services for higher education.
3. Demonstrated capacity to effectively build key strategic relationships with faculty staff, academics, and Scholarly Services colleagues.
4. Demonstrated ability to develop highly effective teams and culture which deliver impactful services and address strategic and operational priorities.
5. Demonstrated deep functional experience and expertise in the leadership and management of integrated, complex, specialist academic service functions in the higher education context.
6. Strong focus and demonstrated track record in designing and delivering exceptional support services at scale, using performance data and evidence to drive quality improvement.
7. Sound technical knowledge of, and experience in strategic program planning, complex decision making, and applying experience and skills in resource allocation, development and delivery of concurrent initiatives alongside operational requirements.
8. Strong interpersonal and communication skills including the ability to think creatively to solve challenges, to negotiate, influence, coordinate, analyse and build effective and sustainable working relationships.

**Other job-related information:**

This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

Work outside the usual span of hours may be required. Travel across campuses may be required.