

POSITION DESCRIPTION



Student and Scholarly Services
Chief Operating Officer Portfolio

Liaison Support Librarian

POSITION NUMBER	0037528
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 5 - \$83,159 - \$95,518 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 12 months
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , 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.
CONTACT FOR ENQUIRIES ONLY	Kat Frame, Senior Liaison Librarian (Education) Tel +61 3 8344 4865 Email kgf@unimelb.edu.au <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

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:

The Liaison Support Librarian works within a team of information professionals principally delivering services to the students and academics in the Faculty of Education. Key activities include participating in delivery of integrated information services, scholarly and digital capabilities programs, research support, collection management and faculty liaison. Liaison Support Librarians have two principal areas of responsibility: to provide library information services and to support Liaison Librarians to deliver learning and teaching and research support services to academics and students.

This position is based principally on the Parkville campus.

Reporting line: Senior Liaison Librarian (Education)

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: Scholarly Services

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:

- Provide library information services, including resolving complex enquiries
- Work with Liaison Librarians to support academic staff and researchers by providing professional support for learning, teaching and research
- Support the development, delivery and evaluation of scholarly and digital capabilities and research support services to students and researchers. These programs enable key audiences to develop effective skills for the discovery, evaluation, use and creation of information
- Contribute to the innovative development and creation of online content on the web, learning management system and online communities, including online resources for learning and teaching and research support
- Participate in collection management including assisting with collection tasks such as processing returned materials, shelving and collection maintenance activities as required
- Support front line staff by mentoring and coaching staff to develop their skills in information service provision
- Contribute to library-wide programs and student-centred events such as Orientation activities, Australia Award programs and Open Day

- Maintain currency of skills and develop new capabilities through active participation in professional development
- Actively contribute to maintaining a positive workplace and a clean, safe, well ordered and welcoming library environment

Selection Criteria:

Education/Qualifications

The appointee will have:

1. Relevant tertiary qualifications and/or equivalent combination of relevant experience and education/training. Eligibility for associate membership of the Australian Library and Information Association (ALIA) or progress towards this qualification

Knowledge and skills:

1. Demonstrate COO values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace
2. A strong service ethic and service experience with an ability to respond professionally and sensitively to people from a range of backgrounds and to manage demands at peak periods
3. Demonstrated ability to work effectively in a team
4. Strong communication skills (verbal and written, including report writing)
5. Strong digital capability
6. Demonstrated commitment to personal learning and professional development
7. Desirable: Relevant experience in academic libraries
8. Desirable: Knowledge and/or experience relevant to teaching and learning such as pedagogy, learning design, assessment, online and blended delivery

Other job-related information:

Occasional work out of ordinary hours may be required. Movement between campuses may be required from time to time.

Special Requirements:

Employment in this position is conditional upon reception and maintenance of a Working With Children Check