

POSITION DESCRIPTION



Student and Scholarly Services
Chief Operating Officer Portfolio

Architecture Building and Planning Liaison Librarian (Learning & Teaching)

POSITION NUMBER	0063881
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 6 - \$96,459 - \$104,413 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.4 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 1 year
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Naomi Mullumby Tel +61 3 83447053 Email naomim@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 Librarian (Learning & Teaching) works within a team of information professionals, principally delivering services to support students and academic staff in Architecture Building and Planning coursework programs. Key activities include delivering scholarly and digital capability programs to develop students' skills for discovering, evaluating, applying and creating information; collection development; and faculty liaison.

This role principally works with the Architecture Building and Planning team and other Scholarly Services colleagues to develop students' scholarly and digital capability through the curriculum and co-curricular programs. The Liaison Librarian participates in a range of learning & teaching services, including

designing and developing learning resources and learning experiences, and working with academics to ensure that students can access essential learning resources. The role also provides support as needed to research programs, participates in cross-team projects and other activities.

Reporting line: Naomi Mullumby

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:

- Work with liaison colleagues, academics and other Scholarly Services staff to develop, deliver and evaluate innovative learning & teaching-related programs that enable students and academics to meet learning & teaching outcomes, guided by the Scholarly and Digital Capability framework.
- Support faculty learning and teaching programs and initiatives.
- Contribute to the strategic development of relationships with key faculty academics and staff, Scholarly Services colleagues and other professional staff to deliver effective library services and initiatives.
- Maintain a working knowledge of current Architecture Building and Planning online and print information resources.
- Contribute to research services as required. May include participating in programs that support skill development for graduate researchers and others in the research community, providing guidance with research impact, research grant assistance, research training, repository and open access advice to the relevant research cohorts.

- Contribute to collection development as required.
- Maintain currency of skills and develop new capabilities through active participation in professional development.
- Participate in coverage of peak period activities across the Division to enable Scholarly Services to meet its operational obligations and agreed service levels.

Selection Criteria:

Education/Qualifications

1. The appointee will have: Post graduate qualifications in librarianship or a relevant discipline or an equivalent combination of relevant experience and education/training. Eligibility for associate membership of the Australian Library and Information Association (ALIA).

Knowledge and skills:

2. 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.
3. Demonstrated knowledge, skills and experience for contemporary academic librarianship particularly those relevant to supporting students and teaching staff.
4. Demonstrated knowledge and skills for learning and teaching in higher education, such as pedagogy, learning design, digital learning and design and creation of digital learning resources.
5. Demonstrated ability to build effective client relationships.
6. Strong digital skills and confidence eg. web skills, multimedia technologies, productivity tools, social media.
7. Ability to initiate new and innovative approaches to university learning and teaching services in a rapidly changing tertiary education environment, particularly through online learning.
8. Excellent communication skills (verbal and written, including report writing).
9. A high level of self-motivation, initiative and a desire to provide excellence in library services.
10. Desirable: Study or work experience relevant to Architecture Building and Planning; a working knowledge of Architecture Building and Planning resources and databases

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 receipt and maintenance of a Working with Children Check