

Job Description – Deputy Senior Librarian for Operations and User Services

Position Details

Position Title:	Deputy Senior Librarian for Operations and User Services
Division/ Centre:	Division of Executive Dean
Department:	Library
Campus Location:	May be required to work and/or be based at any campuses of RMIT Vietnam.
Job Grade/ Classification:	PS8
Time Fraction:	Full Time

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT is ranked among the world's top universities in 23 of 38 assessed subjects (and all five faculty areas) featured in the 2017 QS World University Rankings by Subject. RMIT features among the world's top 100 ranking in the 2017 QS subject rankings in Art and Design; Architecture and the Built Environment; Computer Science, Information Systems, Engineering (Civil and Structural); Engineering (Electrical and Electronic); Communication and Media Studies, Education, Business and Management Studies, and Development Studies. The University's research was rated "well above world standard" in 13 research fields and "above world standard" in a further nine fields in the 2015 Excellence in Research for Australia evaluation. In the 2017 QS Graduate Employability Rankings, RMIT is ranked seventh in Australia and 71-80 in the world on the basis of employer reputation, alumni outcomes, partnerships with employers, employer-student connections and graduate employment rate.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

This position is fully responsible for the collection—it's additions, maintenance, and organization—across all RMIT Vietnam Libraries. Negotiating with vendors, donors, and local and international organizations to add materials that enrich the breadth and depth of the collection. No new collection or initiative can fully go into effect without the communication and contribution of this position. This position is also responsible to write and review policies and procedures allowing for equal and full access to all users. As a senior leader, this position is responsible for mentoring and elevating the skill level of all their team members, encouraging them to be active in the profession. Bringing the most out of each team member is the obligation of the Deputy Senior Librarian for Operations and User Services.

Reporting Line

Reports to: Senior Manager, Library & Digital Services

Direct reports: 8.5 FTE

Key Accountabilities

1. Manage overall operations of all RMIT-Vietnam libraries in the areas of Acquisitions, Cataloguing, and Access Services.
2. Ensure the implementation of all University policies that relate to the areas for which the position is responsible, in particular, those relating to equal opportunity, occupational health and safety, risk management, staff development and staff performance planning and review.
3. Update library cataloguing procedures to follow RDA formats, converting from AACR2 as well as maintain quality control of the library catalogue and acquisition records
4. Promote parental involvement with the library and RMIT through:
 - a. programs such as the "Thank You, Parents Book Program," including the formulation of applicable policies and procedures of the entire program from selecting materials to selecting the recipient of each item
 - b. creation of a Family Library Card program which requires development of all policies of access and promotion whereby families of our students are able have access to the library and borrow a limited number of items
5. Develop a unique concept for a Materials Library Collection that focuses on materials from all over Vietnam to showcase and give all students access to design and building materials with unique cultural importance to this area; create collection development parameters for the unique materials in the collection; create management guidelines, acquisitions policies, as well as sourcing options; work with various groups to acquire materials for the collection, including negotiating with vendors, working with local artisans and galleries, and searching out donors and other organizations with a vested interest in Vietnamese-sourced natural resources.
6. Oversea, coordinate, and guide the project to replace our current LMS (Spydus) and switch us over to ALMA; maintain communications with Melbourne, vendors, and stakeholders; fully responsible for ensuring all internal systems from internal departments such as Finance and Registration, integrate properly; setup Inter-Library Loan access for regional and international libraries via Z39.50 protocols according to library agreements
7. Create, in conjunction with the Senior Librarian for Learning and Teaching, an innovative program that allows access to High School Senior-level students to have access to the library and work with other departments to fully and effectively use this as a recruiting tool and to enhance the reputation of the library and RMIT within the community (currently, the library has no such program)
8. Create, implement, and periodically update the user access policies to reflect current technologies and new collections and innovative projects, unique to the Vietnamese RMIT libraries
9. Innovatively design Collection Development and Management Policies that better reflect the unique collections and situations in Vietnam, reflecting the changing way that students learn as well providing guidelines for adding and withdrawing materials to/from the collection. This also includes developing policy and procedures that manage donations to the library
10. Present, attend, and be active in the Vietnamese Library Association and encourage other team members to actively participate within that organization
11. Any other duties as directed, commensurate with the scope and classification of this position.

Key Selection Criteria

1. Minimum: Bachelor's degree in Librarianship or Information Management.
2. Preferred: Master's degree in Library Science from an accredited institution, or equivalent.
3. Demonstrated extensive Academic library and staff management experience.
4. Demonstrated ability to develop collaborative work teams, locally and internationally as well as work independently.
5. Experience in working in a senior management role in a library or cultural institution.
6. Ability to develop innovative programs reflecting international current trends in libraries

7. Display an ability to be innovative and solve problems on the fly, applying past experience and familiarity with current literature
8. Skilled at communication across groups internally and externally to convey the importance of the library's role in the institution
9. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 or LINGUASKILLS 170 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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