Position Description –Coordinator, Non-Subscription Resources

Position Details

Position Title:	Coordinator, Non-Subscription Resources
Position Number:	30001640
Portfolio:	Education
Campus Location:	Based at the Bundoora West campus but may be required to work and/or be based at other campuses of the University.
Classification:	HEW 7
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

Founded in 1887, RMIT is a multi-sector university with more than 87,000 students including 15,000 at postgraduate level and 11,000 staff globally. The University offers Postgraduate, Undergraduate, Vocational Education and Online programs to provide students with a variety of work-relevant pathways.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community.

Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

As a global university, RMIT has two campuses in Vietnam and a research and industry collaboration centre in Barcelona, Spain. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China and Indonesia, and has research and industry partnerships on every continent.

RMIT enjoys an international reputation for excellence in education and applied and innovative research, as well as industry and community engagement.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in education and research, and to the development of highly skilled, globally-focused graduates.

RMIT was ranked 238th in 2020 QS World University Rankings. The University is also ranked eighth in Australia and 30th in East Asia and the Pacific for employer reputation and 21st in the Top 50 Universities Under 50 Years Old.

In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 ShanghaiRanking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.

RMIT also ranks in the world's top 400 in the 2018 Academic Ranking of World Universities and in the world's top 500 in 2018 Times Higher Education World University Rankings.

For more information, visit rmit.edu.au/about

Portfolio/Group

Education Portfolio

The Education Portfolio is headed by the Deputy Vice-Chancellor Education and Vice President who leads the planning and implementation of the University's strategies related to RMIT's academic programs and the RMIT learner experience. The Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the learner experience, learning and teaching outcomes and the management of learning and research information sources.

The Education Portfolio plays a key role in empowering learners to access education, participate actively in the life of the University and achieve successful and fulfilling lives beyond graduation. The provision of a stimulating and satisfying experience for learners is a priority for the University.

RMIT University Library

RMIT University Library is a creative partner in the achievement of RMIT University's teaching, learning and research goals. It engages with other groups within the University to design initiatives that have a positive impact on the student experience including the provision of direct support, advice and guidance for students' academic skill development. It provides resources, services and facilities to support the information needs of RMIT's large and globally distributed student and staff population and supplies expertise for the management of the University's archives and business information.

In order to support the goals and operations of the University the Library is arranged into 5 main functional areas: Learning; Teaching and Research; Collections; Quality and Engagement; and Information Management and Archives. The Library increasingly delivers collections and services online to maximize access by the RMIT user population. In 2017 RMIT University had an enrolled population of nearly 83,000 students of which there were over 14,000 VE students, nearly 15,000 postgraduates and over 15,000 studying from offshore. The Library's programs apply equally to this large and widely distributed range of students.

At RMIT Melbourne, the University Library operates from 4 different locations: the Swanston Library; the Bundoora Library; the Carlton Library and Brunswick Library and manages a Makerspace on the city campus. At RMIT Vietnam, the Library supports the 6,000 students from 2 locations: Ho Chi Minh City and Hanoi. All of the libraries are networked for wireless. They provide flexible spaces for individual and group study, computer equipped group study rooms and seminar rooms for academic and library research skills training.

www.rmit.edu.au/library

Position Summary

The Coordinator, Non-Subscription Resources manages the team responsible for the acquisition, metadata management, creation and maintenance of access and processing of non-subscription Library resources that support teaching, learning and research at RMIT University. The materials managed include e-Books (individual and sets), streamed video, databases, print books and physical audio-visual materials.

Any member of the Library staff may be required to assist in other areas of Library operations for limited periods, should circumstances warrant. The role may also be required to work across the Library on projects and programs of work.

Reporting Line

Reports to: Manager, Library Resources and Access
Direct reports: 2 x HEW 6, 4 x HEW 5

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

Key Accountabilities

- maintain collaborative vendor relationships to achieve excellent purchase, service and return on investment outcomes for the Library and wider University
- ensure the non-subscription resources are relevant and meet the teaching, learning and research needs for RMIT users
- Build capabilities within the team to support the maintenance of collections that deliver resources in a digital environment
- Plan and manage the Non-subscription team's day to day activities to deliver effective services in an innovative, collaborative and agile environment
- Lead the Non-subscription team to build talent, team performance, morale and achievement of results
- Display decision-making skills in ensuring the team, unit and university interests are maintained and aligned
- Maintain current knowledge of emerging issues in library acquisitions and use of metadata to facilitate continual process improvement.

Key Selection Criteria

- Demonstrated ability to lead a team, inspire staff development, drive performance and successfully lead a team through change
- Experience in maintaining effective vendor relationships and good negotiation skills
- Experience in a library acquisitions and metadata environment, and an understanding of current and emerging practices in this area, particularly in the management and acquisition of electronic datasets and individual titles
- Demonstrated ability to work collaboratively and through positive influence
- Commitment to continual improvement and strong problem-solving skills
- Demonstrated focus on customer service resulting in the delivery of excellent customer outcomes
- Experience with a large Library Service Platform

Qualifications

Essential: Degree in library and information services or equivalent with relevant experience in a library acquisitions and metadata environment, preferably in a large academic library.

Desirable: Eligibility for Associate membership of the Australian Library and Information Association (ALIA).

Other Relevant Information

Appointment to this position is subject to passing a **Working with Children** check**.**

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

Coordinator, Non-Subscription Resources

RMIT University Library Service Principles

- We will help the University deliver its goals
- We will be easy to use
- We will put the scholar at the centre
- We will take the Library to the user
- We will be a nexus for inspiration, learning and collaboration
- We will offer a global experience
- Our solutions will be sustainable, scalable and replicable
- Our services and collections will be culturally and institutionally appropriate and fit for purpose
- We will invest in our people to ensure success.

Capabilities required for this role

RMIT University Library aspires to be known for a workforce that demonstrates the following professional and/or leadership capabilities.

Professional capabilities

- **Agility** – Demonstrates readiness to change
- **Communication** - Effectively creates an open and inclusive dialogue amongst our customers/partnerships to influence outcomes and minimise risks to the business
- **Continuous improvement** – Identifies and takes opportunities to improve efficiency and effectiveness of processes and operations
- **Creativity, innovation and initiative** - Generates and leads new ways of thinking to improve efficiency and effectiveness across the business
- **Cultural competence** - Influence, support and encourage cultural diversity and inclusion
- **Digital fluency** – fluent in working in a digital environment, delivering a digital work product, and engaging with new digital trends
- **Drives results** – Delivers outcomes through a purposeful approach to functional business responsibilities
- **Future focus –** Thinking tactically and putting plans into action within a 12-18 month horizon
- **Project management –** Works as a member of project teams, and applies project management methodologies.

Leadership capabilities

- **Collaboration** – Collaborate across teams and work in partnership with stakeholders
- **Customer focus** - Apply understanding of student/customer needs to ensure daily work improves their experience
- **Building talent** - Coach and develop others to ensure team members reach their potential
- **Commercial acumen –** Make sound business decisions for their local team
- **Inspirational** - Drive impact and encourage others through passion and purpose
- **Influence** – Build and draw upon University-wide networks to achieve results
- **Capability** - Drive delivery and implementation
- **Driving change and innovation** - Constantly look for ways to improve practices and try new things
- **Direction -** Provide short and mid-term direction to individuals to guide their day-to-day work.