RMIT UNIVERSITY

Position Description – Librarian, Subscriptions

Position Details

Position Title:	Librarian, Subscriptions
Position Number:	30003355
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 6
Employment Type:	Continuing *Salary Schedule:* http://www.rmit.edu.au/browse;ID=ewhtlt73t01
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 learners.

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

With three campuses and two sites in Australia, two campuses in Vietnam and a research and industry collaboration centre in Barcelona, Spain, RMIT is a truly global university. 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 250th in 2018 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 2019 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 Shanghai Ranking Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.

RMIT also ranks in the world's top 500 in the Academic Ranking of World Universities and 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 shapes the education and research experience, transforming how our learners and staff discover, access, use and create knowledge. The Library is responsible for scholarly information and how it is accessed and disseminated, as well as the provision of services such as learner learning support, academic mentoring programs, information management and archives.

The Library provides resources, services and facilities to support the information needs of RMIT's large and globally distributed learner and staff population. It engages with other groups within the University to design initiatives that have a positive impact on the learner experience including the provision of direct support, advice and guidance for learners' academic skill development.

The Library increasingly delivers collections and services online to maximize access by the RMIT user population. The Library has an e-preferred model for the provision of books and journals, and now owns or subscribes to 124,600+ electronic books and 97,215 current electronic journal titles, as well as 400+ bibliographic and full text databases across all disciplines.

At RMIT Melbourne the University Library comprises three principal libraries, the Swanston Library, the Bundoora Library and the Carlton Library as well as distributed library services at the Brunswick site. They have a combined collection of over 783,000 physical items, 182 equivalent full-time staff and over 700 computers providing access to Library resources, software packages, the RMIT network and the internet. 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 role of Librarian, Subscriptions and Datasets is part of the team responsible for organizing and carrying out tasks relevant to acquisition, management, discoverability and access for the Library's subscription resources. This position is within the Collections Unit and may be required to work across other Collections Teams to achieve Unit goals. This role includes undertaking work of a higher degree of complexity such as problem solving or researching and piloting new workflows. Supervision and co-ordination of Library Assistants and Casual staff undertaking Collection maintenance tasks is part of this role.

The role may also be required to work across the Library on projects and programs of work.

Reporting Line

Reports to:	Senior Coordinator, Subscriptions and Datasets
Direct reports:	Three

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

- Prompt and efficient management of records for Library resources in all formats including records for resources with a higher degree of complexity such as license records.
- Assist the Coordinator in the development and delivery of training within the team and to library stakeholders
- Develop and test new work-flows and/or software including process mapping
- Perform database maintenance and updating of bibliographic and holding information on the Alma system including problem solving for challenging data-sets and the original cataloguing of Library resources.
- Manipulate and load descriptive data for library resources and associated financial records.
- Contribute to implementation of the communications strategy for the Collections unit.
- Provide analysis of collections data and access management and provide coordination for related projects.
- Investigate and provide direction in dealing with routine ordering and metadata issues which present a higher degree of complexity and escalate issues as appropriate.
- Provide supervision and day to day direction to a small cross campus team of staff undertaking collection maintenance activities.

Key Selection Criteria

- Well-developed knowledge of automated Library systems, preferably Alma and a solid understanding of relevant data formats and data migration
- Demonstrated problem solving skills, including critical analysis and evaluation
- Proven record of adopting a flexible approach to work and adapting to a constantly changing work environment.
- Demonstrated interpersonal, oral and written communications skills including the ability to liaise with a diverse range of stakeholders and supervise a small team.
- Demonstrated focus on providing an excellent customer experience
- Proven experience in the management of metadata using current industry description standards and schemas for Library resources in all formats, preferably in an academic library
- Demonstrated aptitude for using Microsoft Office Suite or similar software, FTP and software packages used to manipulate bibliographic and associated records. Strong skills in using Excel to manipulate large data sets.
- Identifies opportunities for improvement, towards team goals.

Qualifications

Essential: Degree in Library and Information Services or equivalent with subsequent relevant experience

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:	Name: Alison Bates	**Approved:**	Name: David Howard
	Title: Associate Director, Collections		Title: Director, Library Services
	Date: January 2020		Date: January 2020

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
- **Build collaborative partnerships** – Builds and nurtures strong and collaborative relationships with internal stakeholders and the wider community
- **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
- **Future focus –** Thinking tactically by identifying opportunities to improve
- **Project management -** Apply a range of basic project management practices to both projects and BAU work.