

## Job Description – Liaison Librarian

### Position Details

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<b>Position Title:</b>	Liaison Librarian
<b>Division/ Centre:</b>	Vice President Academic
<b>Department:</b>	Library
<b>Campus Location:</b>	Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
<b>Job Grade/ Classification:</b>	PSV4
<b>Time Fraction:</b>	Full-time 1.0

### RMIT University

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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](http://www.rmit.edu.au)

### RMIT Vietnam

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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.

## **Position Summary**

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Liaison Librarians are responsible for liaising with customer groups within a nominated program(s), managing the development and delivery of digital literacy, digital inclusion and research support for the nominated program(s), developing and maintaining collections in nominated areas, and contributing to the strategic development of information services across the Library.

## **Reporting Line**

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Reports to: Senior Campus Librarian

## **Key Accountabilities**

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- Support learning & teaching through the development, delivery and evaluation of innovative digital literacy programs to students to help them to develop effective skills in the discovery, evaluation and use of information resources; and by linking students to learning resources and objects relevant to their study which will enable them to become independent and effective information users.
- Liaise and collaborate with nominated customer groups in order to establish good working relationships, promote the Library's services, understand the needs of the students and staff of RMIT Vietnam community and provide high-level support that is aligned to the direction of the University.
- Support the research initiatives of the nominated customer groups, providing research training to researchers and research students, supporting the information needs of researchers and research groups and developing knowledge of the academic and research programs sufficient to ensure that collections and services support curriculum and research needs.
- Develop and maintain current, relevant collections to facilitate University learning, teaching & research by selecting library resources in varied formats, including books and audiovisual / multimedia resources; assessing the quality and physical condition of the subject collections; marketing and promoting new resources; and making decisions on the replacement, transfer, withdrawal, or preservation of individual titles.
- Contribute to the strategic direction setting and policy making processes of the Library by participating in team forums, projects, working parties and committees.
- Provide expert reference and research support, through physical and virtual service points, including taking rostered shifts at evenings, weekends and public holidays as required.
- Undertake other professional library duties as required.
- Act in the role of Research, Learning and Teaching or Digital Services Librarian as directed.

## **Key Selection Criteria**

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1. Relevant degree qualification.
2. An understanding of information technology; contemporary teaching, learning and research issues in academic environments.
3. Demonstrated and extensive Library experience in liaising in an academic library.
4. Preferable working experience in information technology (software, web management).
5. Demonstrated ability to develop collaborative teamwork, locally and internationally and also to work independently.
6. Demonstrated knowledge of trends and best practice in libraries to support students and staff in higher education.
7. 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

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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 5.5 or BULATS 60 (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

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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

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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.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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