

## Job Description – Deputy Senior Librarian for Teaching and Research Services

### Position Details

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

### 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.

[www.rmit.edu.vn](http://www.rmit.edu.vn)

## Position Summary

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This position is fully responsible for developing all policy and procedures relating to the public facing positions and activities of all RMIT Libraries in Vietnam. Areas such as programming, workshop creation, and maintaining current best practices in teaching methods are a primary focus of the position along with designing flexible and creative methods of library instruction, reflecting current trends in the profession. Leading in the curation, management, promotion, and acquisition of the Contemporary Vietnamese Art Collection and liaising with the Art Committee to actively promote the collection regionally and internationally as a cultural asset. The design and formulation of a new, unique to Vietnam libraries Makerspace with a library context will be a primary responsibility of the position. The Makerspace plan will need to include: a specific focus; a long-term plan for development; and a marketing and acquisition plan to keep the area fresh with new ideas and concepts. Another primary role is to be active in the Vietnamese Library Association by participating in their activities, playing a leading role in committees and leadership events, and organizing periodic workshops hosted by RMIT libraries in Hanoi and/or Saigon. Active promotion of the research accomplishments and finding new avenues for research cooperation internally and externally is another key area of concentration, as well as developing new and creative methods to help connect researchers with resources and other researchers. 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 Teaching and Research Services.

## Reporting Line

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Reports to: Senior Manager, Library & Digital Services

Direct reports: 10 FTE

## Key Accountabilities

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1. 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.
2. Manage the Contemporary Vietnamese Art Collection by working with experts in the field from local and regional museums, local art experts, and galleries worldwide to update and contribute to the Contemporary Art Committee; applying best-practices in the preservation and display of original art works; overseeing the collection's use in external exhibits; design, development, implement, and revise an Augmented Reality program plan for enhanced discovery of the collection as a whole (we have nothing like this as of today); coordination in local, regional, and international festivals and other cultural programs, emphasizing the role of RMIT and this collection as a cultural part of Vietnam.
3. Taking library space to create a Makerspace concept and creating a comprehensive, long-term plan for designing, developing, and managing a makerspace in the library context; the plan would include coordination with other departments to supplement and highlight their resources that may be available in more depth in those schools; creating a staffing plan reflecting the need for expertise in several creative fields; devising a role for the makerspace with the RMIT Library system, as a whole; working with other departments here and in Melbourne to create plans to utilize the space as a recruiting tool; devising a system to market and periodically review the space, refreshing the concept on a periodic basis; maximize the impact of the space on the community at large by working with student recruitment to use the space as a recruitment tool, attracting new students from within the community.
4. Actively search out opportunities for cooperative projects with other Vietnamese libraries; communicating and finding new ways for the library to engage with the local and regional libraries to promote the profession; being active in the Vietnamese Library Association (VLA); mentoring and encouraging junior staff to participate and take advantage of leadership opportunities within the VLA; outline a plan for future RMIT-VN library hosted workshops via the VLA; this role would be the primary contact with other libraries throughout Vietnam.
5. Standardize Library Teaching and Learning Methods to ensure the library instruction courses are of a high-quality and consistent with international targets, based upon ALIA, ACRL and ALA recommendations; design a digital and print teaching and learning strategy in unison with the Melbourne campus, yet preserve the unique situation of the VN campuses; gives Liaison Librarians guidance to provide equal, effective, and uniform workshops and teacher support; communicates with all teaching staff to devise the most effective programs for support in their subject areas and specific classes; implements quality control techniques reflecting the unique local culture to assure a uniform product is presented from all Liaison Librarians and Research Librarians; devises a system of evaluation measuring the effectiveness of the programs presented by the library in order to continually upgrade and improve library programs
6. Work in conjunction with the Deputy Senior Librarian for Operations and User Services to develop a program encouraging High School Seniors to use the RMIT-Vietnam libraries; develop a comprehensive plan for workshops showcasing the advantages of having access to the libraries; create an outreach plan for targeted international schools, in cooperation with internal departments, to help with the recruitment of new students; market and communicate these programs via all possible social media channels

7. Create a database in conjunction with the Research Office, showcasing the research done in Vietnam by RMIT researchers; maintain the database with the help of the Digital Services and Research Librarians so that only current and relevant information is available; utilize creative marketing strategies to promote and encourage additional research; connect outside groups with internal researchers, interested in the same areas of focus
8. Curate a focused research database to assist research grant seekers, highlighting various grant availability for each area of interest; construct a curation plan with guidelines for development of the database so that opportunities presented emphasize grants available in Vietnam; construct creative ways to promote the database within the research community of RMIT and outside institutions with an interest in research
9. Any other duties as directed, commensurate with the scope and classification of this position.

### **Key Selection Criteria**

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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 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**

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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 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**

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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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