



CAULFIELD LIBRARY MANAGER

DEPARTMENT/UNIT	Caulfield Library, Monash University Library
FACULTY/DIVISION	Provost and Senior Vice-President
CLASSIFICATION	HEW Level 9
WORK LOCATION	Caulfield campus

ORGANISATIONAL CONTEXT

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu.

The **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the University's academic strategy and priorities with view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and University-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

Monash University Library is one of Australia's leading academic libraries with a long-standing reputation for a comprehensive collection, technological innovation and professional excellence. We strengthen the University by providing outstanding scholarly resources and study facilities and through leadership in research skills development, scholarly communication and use of technology. For more on the work we do, [please visit our website](#).

POSITION PURPOSE

The Library Manager leads the branch library and plays a significant role in developing and implementing Monash University Library's strategies and policies across the Library and University. The position is also responsible for the development of library programs, resources and services for faculties in its areas of responsibility and instigates and leads change for the staff and physical resources of the branch. The Library Manager works in close collaboration with faculty staff and the library's professional coordinators in Education and Research Programs, Digital Learning and Teaching, Lending and Document Delivery, Research Infrastructure and other areas, to ensure that library programs, resources and services meet and are aligned with user needs.

Reporting Line: The position reports to a Library Director under broad direction

Supervisory Responsibilities: This position provides direct supervision to 5 staff and oversees a team of approximately 32 staff, not including casual staff

Financial Delegation: Yes, in accordance with the University delegations schedule

Budget Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES

1. Contribute to strategic and operational planning and the achievement of business unit goals as a member of the Library management team
2. Lead and develop a highly-trained, motivated and user focused Library team, including planning and allocating staff resources, developing and mentoring, managing performance and ensuring effective professional development to meet the Library's strategic goals
3. Liaise extensively with faculty and University staff to maximise their engagement with the Library and facilitate collaboration to achieve the University's strategic goals
4. Lead and manage the operation of the branch library including; collaboratively developing and implementing library wide strategies and policies, developing programs, resources and services for faculties in areas of responsibility and instigating and leading change to ensure that library programs, resources and services meet user needs
5. Lead and manage a work environment of continuous review and improvement of services, programs, facilities, collections and space management to meet the changing needs of stakeholders
6. Lead the provision of research and learning, information, lending, collection and related services for the branch environment within the broader Library and campus contexts
7. Lead and manage significant strategic projects and initiatives
8. Develop and maintain strong partnerships with an extensive network of colleagues, faculty staff, stakeholders and external service providers, including the provision of expert advice
9. Exercise strong budget management for the project(s) managed to a value of \$400,000

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications in Librarianship or other relevant discipline and extensive, relevant experience; or
 - extensive management experience and proven management expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent management skills with proven ability to develop and implement policy to meet strategic organisational needs and provide authoritative technical and policy advice at a high level
3. Extensive high-level knowledge and expertise in information research and/or learning skills principles and practices and experience managing or leading libraries or other education and research focused facilities or services
4. Outstanding planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines whilst working with competing demands

5. Significant staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service
6. Extensive experience in managing significant and complex resources, including planning, monitoring and reporting on budget and finances
7. Superior interpersonal and communication skills with the ability to build successful relationships, influence, negotiate and effect change across a complex organisation

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.