



Liaison Librarian

	Monash University Malaysia
School/ Unit	Library and Learning Commons
Level/ Classification	HEW 6
Employment type	Full time (1.0)
Work location	Malaysia
Date document created or updated	9 March 2016

Organisational context

Monash University is Australia's largest university, with five local campuses throughout Victoria, as well as two international campuses - Malaysia and South Africa - and international centres in the People's Republic of China, Italy and India. A unique alliance with the University of Warwick (UK) sits alongside an array of international collaborations with leading universities and corporations around the world, expanding the University's global network.

Monash University Malaysia provides a distinctive international experience, with excellence in teaching and research. It engages with Malaysian and regional societies to improve the human condition. The campus is a dynamic community of scholars comprising staff and students, supported by collegial processes and comprehensive first-class infrastructure, and aspiring to intellectual achievement of the highest order. It continues to grow rapidly, and currently has more than 6,400 students and 770 staff.

Monash Malaysia is a registered private higher education institution in Malaysia. It employs all staff of the campus, and consequently line management is *via* the campus President and Pro Vice-Chancellor, who is also Chief Executive of the campus company.

For further information see: www.monash.edu.my.

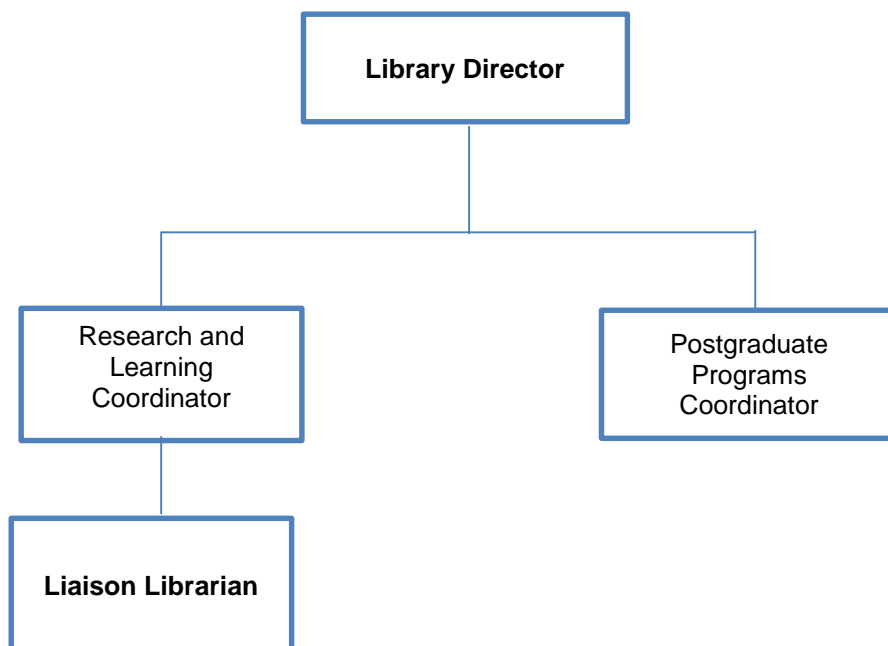
The Library and Learning Commons is led by the Director, Library & Learning Commons. It has three operational units, consisting of Information Resources, Information Services and Research & Learning with 29 full time professional and paraprofessional staff. The Johor Bahru Clinical School Library provides services to the third, fourth and fifth year medical students and academic staff. Subject areas covered at Monash University Malaysia include: Business; Arts and Social Sciences; Medicine and Health Sciences; Psychology; Pharmacy; Science; Engineering and Information Technology.

Position purpose

The position provides information services and information literacy programs as part of a team for academic staff and students in the Humanities, Social Sciences, Pharmacy, Psychology and STEM Schools (Science, Technology, Engineering, Medicine and Health Sciences). The position is also member of a team responsible for the provision of information /advisory services at virtual and/or physical service points.

Liaison librarians are responsible for providing a comprehensive information service, developing library collections to meet the needs of their assigned Schools and collaboratively developing and delivering embedded information literacy and learning skills programs and activities. Liaison librarians have subject responsibilities for a number of areas and this involves, among other duties, liaising and working with academic staff to maximise their engagement with the Library.

- **Reporting line:** The position reports to the Research and Learning Coordinator and is accountable for performance with defined parameters.
- **Supervisory responsibilities:** None
- **Financial delegation and/or budget responsibilities:** None



Key result areas and responsibility

Provide effective and innovative information services

- Perform liaison duties in the School of Business and related subject area(s).
- Provide in-depth research consultations and specialist services to academic staff and HDR students.
- Liaise and negotiate with Schools in areas of subject responsibility, to alert them to library services, resources and new publications to maximise their engagement with the library.
- Promote the library services and collection to the broader Monash Malaysia community.
- As part of shared collection development role with the Acquisitions Unit, develop the collections, identify research collections gaps, create profiles for automated e-alerts and develop Library Impact Statements for new teaching and research initiatives.
- Provide input to budget requirements for assigned subject areas.
- Participate in the provision of advisory services at virtual and/or physical service points.

Provide information literacy and research skills programs

- Contribute to the development, implementation and evaluation of, information literacy programs, research skills programs and resource discovery and use, consistent with Monash University Library standards.
- Initiate, design and implement strategic and pedagogically appropriate instructional programs for areas of discipline responsibility in collaboration with the Postgraduate Programs Coordinator and other liaison librarians, and with academic staff and learning skills advisors.
- Work closely with academic staff to establish opportunities to embed skills development within curricula, and contribute to the advancement of Monash Malaysia's Research Skills Development framework.
- Contribute to the design, implementation, quality assurance and evaluation of e-learning and blended learning programs, resources and initiatives.
- Monitor new developments in teaching and research in areas of subject responsibility.

Participate in, and contribute to the development of library strategies, policies and projects

- Participate in library and section meetings and work collaboratively across teams.
- Liaise with other liaison librarians to ensure consistency and quality of services across schools.
- Represent the Library in internal and external committees and fora as assigned.
- Participate in the development and implementation of plans, strategies, policies and procedures to achieve the Library's annual goals.
- Contribute to change management initiatives in support of new library roles.
- Participate in library promotional activities, tours and awareness programs.
- Keep current with general trends in scholarly communications, and monitor subject-specific trends.
- Other projects as assigned by the supervisor and/or Library Director.

Key selection criteria

1. University degree and/or a tertiary qualification in a relevant subject discipline, librarianship or education; alternatively an equivalent combination of knowledge, training and experience.
2. Three or more years' relevant work experience in an academic library.
3. Postgraduate qualification is an asset though it is not a requirement, e.g. librarianship, information management, education or educational design.
4. Demonstrated experience in the provision of information services, including the delivery of information literacy and research skills programs, and the development of online resources and tutorials.
5. Demonstrated knowledge of relevant subject disciplines, including extensive experience searching electronic resources.
6. Strong communication skills including oral, written and interpersonal, particularly to effectively liaise, report and negotiate with a range of clients including staff and students.
7. Demonstrated ability to work effectively and collaboratively as a member of a team.
8. Sound organisational and time management skills including ability to set priorities, work independently or as part of a team, and perform well under pressure.
9. Knowledge of trends and issues in learning, and information services in academic libraries.
10. Interest for and capacity to engage with new technologies in blended learning and teaching environments.

Other job related information

- Evening and weekend work at library service points may be required.
- Travel to and work on other campuses may be required.
- Other duties consistent with the position classification descriptors for the classification level, as defined in the Monash University Classification Management Manuals.