# METADATA INNOVATOR

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| **DEPARTMENT/UNIT** | Collections and Technology Division / Monash University Library |
| **FACULTY/DIVISION** | Provost and Senior Vice-President |
| **CLASSIFICATION** | HEW Level 8 |
| **DESIGNATED CAMPUS OR LOCATION** | Clayton campus |

## ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit 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. Central to our 2020-2025 strategy is the vision of being a 'modern, global top 100 library' where our content, collections, facilities, services and culture represent best practice and collectively make a significant contribution to the University's reputation and impact. We continually evaluate what we do in relation to the University's goals and always look 'through our users' eyes'. While we work to ensure that our users' experiences with the Library are productive, useful, efficient and rewarding, we aspire to delight by exceeding their expectations. For more on the work we do, please visit our website.

## POSITION PURPOSE

The **Metadata Innovator** supports the Content and Collections Manager in the delivery of the Library's operations and practice and manages the Library's metadata creation, management and dissemination functions. This position is responsible for delivering the Library's Metadata Strategy. This includes managing a range of strategic and operational activities to create, reuse, share, and disseminate metadata relating to Library collections, the University's research and researchers, and Monash identifiers. The position ensures that metadata relating to content and collections supports discovery and access in global digital networks including Trove, WorldCat, ArXiv, and HathiTrust, VIAF and ISNI, and ensures specifications and relationships with local and international industry partners and suppliers of metadata support the Library's strategic goals.

*Modified date: September 2022*

The position explores and implements strategic and innovative solutions to maximise the impact and value of metadata for Monash researchers, identities and collections managed by the Library. The position engages with content providers, platforms, consortia, standards, and global initiatives on behalf of the Library to optimise and disseminate metadata that connects users to Monash content and collections, and enables enriched data-based services.

The position provides leadership to the Metadata Team and the ROCS team in the delivery of high-level and professional services and effective achievement of the Library's priorities and provides expert advice at both strategic and operational levels.

**Reporting Line:** The position reports to the Content and Collections Manager under broad direction with a degree of autonomy

**Supervisory Responsibilities:** This position provides direct supervision to 4 staff and oversees a team of approximately 16 staff

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

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

1. Managing a range of strategic and operational activities including the Library's collections in Trove, WorldCat, ArXiv, and HathiTrust, Monash identifiers in VIAF and ISNI, specifications and relationships with local and international industry partners and suppliers of metadata

2. Contribute to strategic planning and explore and implement strategic and innovative solutions to maximise the impact and value of metadata for Monash researchers, identities and collections managed by the Library

3. Manage and provide leadership within the Library to educate and resolve access and authentication issues in line with the LIbrary's strategic priorities

4. Manage and develop a highly-trained, motivated and efficient team with a strong customer focus

5. Manage and coordinate a work environment of continuous review and improvement of business practices, operational processes and service provision

6. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting

7. Manage and coordinate projects, the review and development of policy and procedure, and compliance and quality processes relevant to the functional area

8. Manage and oversee risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with University and legislative requirements

9. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice

10. Other duties as required from time to time

## KEY SELECTION CRITERIA

**Education/Qualifications**

1. The appointee will have:

   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
   - extensive experience and management expertise; or
   - an equivalent combination of relevant experience and/or education/training.

**Knowledge and Skills**

2. Excellent operational management skills with proven ability to provide authoritative technical and policy advice

3. Demonstrated experience in the delivery and innovative use of technologies to ensure access to resources anywhere and anytime

4. Demonstrated capacity to engage with new technologies for the optimisation of the Library's systems and technology infrastructure

5. Well-developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines

6. Staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service

7. Highly developed analytical and conceptual skills including demonstrated ability to deliver positive solutions to complex problems

8. Well-developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences and to liaise, advise and negotiate at high levels

9. Build and sustain relationships with an extensive network of colleagues, professionals, and clients including service providers, platforms and consortia

## 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

## GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.