

Position description

Learning Skills Adviser

Employer	Monash University Malaysia
School/ Unit	Library and Learning Commons
Level/ Classification	HEW Level 7
Employment type	Full time
Work location	Malaysia
Date document created	1 st December 2016

Organisational context

Established in 1998, Monash University Malaysia is one of Malaysia's most respected universities. We are Monash University's global foot print in the Asian region, carrying with us the distinction of being the Malaysian constituent of a premier research intensive Australian university ranked among the top 100 universities in the world, and a member of Australia's prestigious Group of Eight (Go8). From humble beginnings, Monash Malaysia has grown in stature, and is now recognized as a leader in the international higher education sector in Malaysia.

As a self-accrediting University, we attract students not just from Malaysia, but from all over the world. Approximately 7,000 students representing more than 70 nationalities are currently enrolled at Monash Malaysia, and enjoy a quality academic experience.

Since our inception, Monash Malaysia has built a reputation for quality, credibility and integrity, and is held in high esteem by our students, alumni, industry and government. We encourage critical thinking to help discover new ideas, reveal new perspectives and devise solutions. We maintain a long and proud tradition of excellence in education, combined with liberal values of enquiry, providing a fertile environment for bright young minds to flourish, and life-long opportunities for those wishing to enhance their education and career.

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 and Learning. The Library and Learning Commons covers two geographic locations: the main Library located at the Bandar Sunway campus, and the Clinical School Library located in Johor Bahru. The Clinical School Library provides services and programs to the third, fourth and fifth year medical students and academic staff. The Library & Learning Commons is staffed by a team of 35 full time professional librarians, learning skills advisers and paraprofessional staff.

Professional librarians and Learning Skills Advisers work collaboratively to provide a range of services, programs and resources for undergraduate, postgraduate coursework and higher degree by research students. These aim to enable students to develop graduate skills and capabilities demanded by world class employers, as prescribed by the Malaysian Higher Education Blueprint (MHEB).

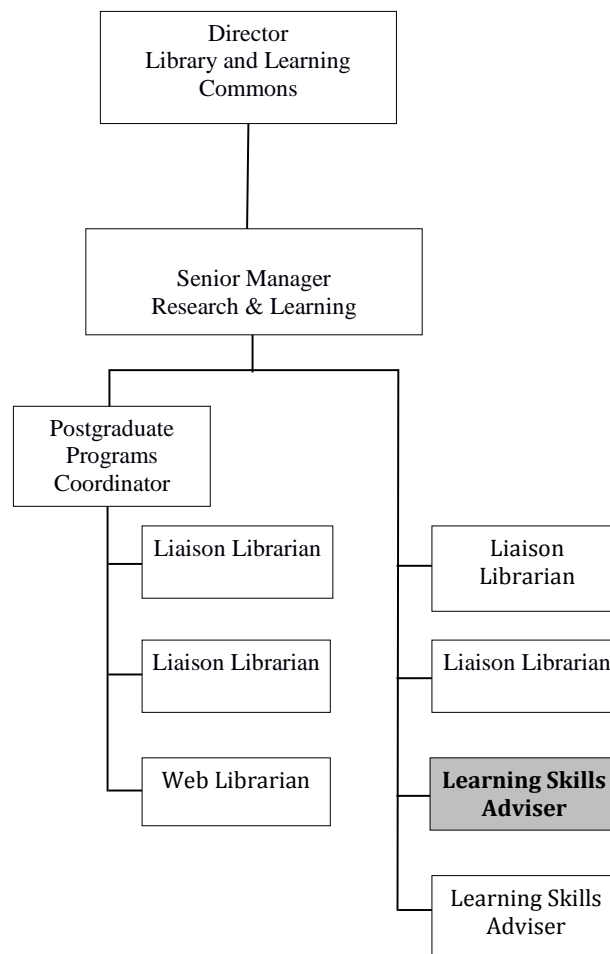
Position purpose

The position is a member of a professional team responsible for the provision of a range of discipline specific, integrated and embedded learning skills programs and resources. Learning skills advisers are also members of one or more library teams who work collaboratively with academic staff to develop and implement information research and learning skills programs.

Reporting line: The position reports to the Senior Manager-Research and Learning or the Postgraduate Programs Coordinator, and works under broad direction.

Supervisory responsibilities: None

Financial delegation and/or budget responsibilities: None



Key result areas and responsibility

Provide specialist learning skills programs

- Contribute to the development, implementation and evaluation of learning skills programs, consistent with Monash University Australia Library's standards.
- Provide specialist learning skills programs and services including provision of advisory services at virtual and/or physical service points.
- Initiate, design and implement strategic and pedagogically appropriate skill development programs in collaboration with other learning skills advisers, liaison librarians and the Postgraduate Programs Coordinator.
- Work in partnership with academic staff and library staff to develop, implement and deliver discipline specific integrated and embedded programs, underpinned by the Research Skills Development (RSD) framework.
- Contribute to the promotion, implementation and advancement of the Research Skills Development (RSD) framework to ensure explicit development of research, learning and employability skills in the curriculum.
- Work closely with librarians and academic staff to establish new collaborative opportunities to embed skills development within curricula.
- Contribute to the design, implementation, evaluation of e-learning and blended learning programs and resources, in collaboration with other learning skills advisers and librarians.

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 learning skills advisers and 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 the continuous quality improvement and program reviews for research and learning skills programs and services.
- Participate in promotional activities, tours and awareness programs.
- Monitor new developments in teaching and research in areas of responsibility.
- Other projects as assigned by the supervisor and/or Library Director.

Key selection criteria

The appointee will have:

1. A university degree in a relevant field (e.g. education, learning and teaching) alternatively an equivalent combination of knowledge, training and experience.
2. Five years subsequent relevant experience; preferably in an academic or research environment.
3. Demonstrated ability to develop and deliver effective learning skills programs within a tertiary environment
4. Excellent communication skills, including the ability to prepare professional documentation for various audiences, advise and negotiate at high levels and maintain discretion.
5. Sound organisational and time management skills, including the ability to set priorities and perform well under pressure.
6. Demonstrated experience in and capacity to engage with new technologies in teaching and learning environments.
7. Capacity to work as a member of multiple teams and to contribute to learning skills and library goals.

Other job related information

- Evening and weekend work at 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.