Monash University is Australia’s largest university, and member of the prestigious Group of Eight research intensive universities. Monash consistently rates in the top 100 universities in the world. In the 2018 QS Top Universities ranking, Monash ranked 29 in the world in Business and Management Studies.

Monash University, Malaysia is Monash’s third largest campus, with over 8000 students and 800 staff. We are a comprehensive campus offering degrees in business, engineering, medicine, science, information technology, pharmacy, social science and humanities. We are rated among the very best universities in Malaysia, and the quality of our research output positions us among the very best universities in Southeast Asia.

Monash University Malaysia provides Monash University with a platform for scholarly engagement with the dynamic Southeast Asia region. We are located in greater Kuala Lumpur, in the Klang Valley, one of the region’s industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research is oriented towards deep engagement with this dynamic social and industrial landscape.

In 2018 we celebrated our twentieth anniversary in Malaysia. During this time we have produced more than 16,000 graduates from more than 70 different countries. We provide a diverse and inclusive scholarly environment.

In 2017 Monash Malaysia was awarded a Six Star SETARA rating by the Malaysian Ministry of Education. This places us in the very top “outstanding” cohort of Malaysian Universities.

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

The Jeffrey Cheah School of Medicine and Health Sciences (JCSMHS) was established in 2005. The School’s vision is to become a leading medical school in Asia, as measured by the quality and impact of its teaching and research, and, through these, to engage with and serve the community. By pursuing this vision, the school contributes to the University’s mission to improve the human condition by advancing knowledge and fostering creativity.

The School offers the Bachelor of Medical Science and Doctor of Medicine, Bachelor of Psychological Science and Business, Bachelor of Psychological Science, Bachelor of Psychological Science and Business (Psychology) (Honours), Bachelor of Medical Science (Honours), Postgraduate Diploma in Biomedical Science, Master of Professional Counselling, Master of Biomedical Science and Doctor of Philosophy (PhD) programs.
Delivery of the medicine program is spread over several locations with the first two years being taught at the Monash University Malaysia in Bandar Sunway, Selangor while the subsequent three years being taught at the Clinical School in Johor Bahru.

For more information, please visit: http://www.med.monash.edu.my/.

The Library and Learning Commons is led by the Director, Library & Learning Commons. The Library has three operational units comprised of Information Resources, Information Services and, Research and Learning, staffed by a team of 33 full time professional librarians, learning skills advisers and paraprofessional staff.

The Library and Learning Commons (LLC) covers two geographic locations: the main Library located at the Bandar Sunway campus, and the Clinical School Library located at the Clinical School Johor Bahru. The Clinical School Library provides services and programs to the third, fourth and fifth year medical students and academic staff.

Liaison librarians, learning skills advisers and specialist librarians work collaboratively to provide a range of services, programs and resources for undergraduate, postgraduate coursework and higher degree by research students.

For further information, see: http://www.lib.monash.edu.my/.

**POSITION PURPOSE**

The Librarian acts as the Library focal point to the Johor Bahru Clinical School's community. The position is primarily responsible for the coordination of information resources, services, programs and facilities at the Clinical School Library. In this capacity, the incumbent assists with the supervision of a small team of continuing staff accountable for the provision of information and lending services.

The position is also responsible for building effective and sustainable relationships with academic staff to optimise their engagement with the Library’s resources and programs, for providing research consultations and for delivering generic information literacy classes in collaboration with the Liaison team. The customer-centric role requires strong and continuous collaboration with colleagues at both campuses in order to provide students with a quality academic experience on a par with the Sunway campus offering.
Reporting Line: The position reports to the Manager, Information Resources (LLC) as well as to the JBCS Finance and Resources Manager (JBCS) under general direction. The position operates within specific guidelines, defined objectives and performance parameters.

Supervisory Responsibilities: The position may be assigned supervisory responsibilities upon successful completion of one full year in the post and based on performance appraisal by both the direct supervisor and the Manager, Information Resources.

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

Under the direction and guidance of the Manager, Information Resources:

Coordinate the management of the Clinical School Library (CSL) operation and staff

1. Implement, enforce and monitor the deployment of Library policies, procedures and workflows to ensure compliance with Monash University Malaysia’s policies, regulations and guidelines.

2. Create, communicate and implement duty rosters for uninterrupted service, providing feedback on the efficiency of the rosters for virtual and/or physical information service points.

3. Coordinate the management and maintenance of the Library facilities including the coordination and progress monitoring of minor work requirements through effective liaison with FMD, ITS and Security.

4. Collect, compile and ensure accuracy of the monthly statistical reports relating to the Library’s operations and activities, and provide monthly progress reports to the Library’s Senior Management.

5. Conduct library briefing and tours for new, prospective students and visitors.

6. Monitor and coach staff to ensure seamless and uninterrupted provision of facilities, resources and services.

7. Provide input and feedback on staff performance and professional development needs.

Coordinate the Library’s provision of resources, services and programs

8. Promote the library collection, services and programs to the JBCS community both digitally and face-to-face.

9. Provide information services at physical service points, including but not limited to, identifying and demonstrating online resources and assisting with reference services (e.g. Endnote).

10. Provide research consultations to students and academic staff, referring them to the Sunway campus’ Liaison for in-depth or specialised research services.

11. Contribute to the delivery of generic information literacy skills programs, consistent with Monash University Library standards in close collaboration with the Liaison team.

12. Ensure effective communication and feedback with the main campus library at all times.

13. Coordinate and ensure discharge, shelving, shelf reading and quality control activities in compliance with established procedures and workflows.

14. Coordinate and implement the fine management procedures in compliance with Finance regulations.

15. Participate in and coordinate collection management activities (i.e. collection building, inventory, weeding and discarding projects) as per the main campus Library’s schedules and implementation plans.

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

16. Actively participate in one-on-one, library and/or campus meetings as scheduled.

17. Contribute to JBCS campus promotional activities in consultation with supervisor.

18. Contribute to the development and implementation of LLC strategies, plans and policies.
19. Contribute to the continuous improvement of the Unit and participate in library projects

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   • A degree in a relevant field in librarianship, information management or education with subsequent relevant experience; or
   • extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   • an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Prior experience in the provision of information literacy skills programs, including ability to teach the use of electronic resources to students and/or academic staff
3. Highly developed communication skills, including the ability to prepare documentation, to effectively liaise and resolve issues with a wide range of clients, and to communicate effectively and collaboratively with supervisor, staff and colleagues across campuses
4. Sound organisational, time management and administration skills including the ability to set priorities for self and for staff, to perform well under pressure and to work independently and as a team member
5. Interest for and capacity to engage with innovative technologies in teaching and learning environments

OTHER JOB RELATED INFORMATION

• Evening and weekend shifts are required as per the assigned duty roster and CSL published opening hours
• Travel to and work on other campuses may be required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.