

Position Description

Planning and Copyright Support Officer

Position No:	50148166
Business Unit:	Library Environments and Planning
Division:	Library
Department:	Library Environments and Planning
Classification Level:	HEO5
Employment Type:	Part time, Continuing
Campus Location:	Melbourne, Bundoora
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Purpose

The Planning and Copyright Support Officer provides research, analysis, operational, administrative, and project support across all portfolios of the Library to support the Library's strategy, risk and operational efficiency. The role also supports the Copyright Advisor to ensure the University maintains its compliance with obligations under the Copyright Act.

Duties at this level will include:

- Assess and conduct analysis, presents results and puts forward recommendations through the provision of briefings, presentations or written reports, to facilitate the interpretation of specific issues/problems and support decision making.
- Identify gaps or shortfalls in information and sources additional related information.
- Monitor, develop and maintain records/reports to meet both internal and external requirements.
- Actively participate in and provide executive and business support services for Library planning projects and initiatives.
- Maintain systems to ensure the smooth operation of the team services delivery and timely and easy retrieval of data as required.
- Act as a champion for University systems and provide support and assistance to Library staff and supervisors in the use of relevant University systems and Library business systems.
- Provide high quality, efficient and accurate support in processing and responding to project support, day to day transactional functions and executive assistance as required.
- Oversee client feedback mechanisms and ensure feedback is responded to within agreed timeframes.
- Assist University Copyright Advisor to implement, maintain and review systems and processes to ensure University compliance with its obligations under the Copyright Act, regulations and associated statutory licenses, to ensure that risks are minimised and managed.
- Assist University Copyright Advisor in providing authoritative advice, guidance and self-help training to ensure staff understand their responsibility to comply with the Copyright Act.
- Actively participate and contribute to create an environment of innovation and continuous improvement to business practices and identify ways of exceeding customer services.
- Participate in face-to-face and online Library programs and other operational duties as required.

Essential Criteria

Skills and knowledge required for the position

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to analyse and interpret data and report on trends in services
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.

- Demonstrated ability in adopting and using and improving services through the use of digital software systems.
- Demonstrated competence to operate and learn with confidence in a digitally connected and evolving environment.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to implement improvements to local processes.
- Ability to cultivate and create space for creativity, continuously reviewing and identifying improvements to local work practices.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- **We are *Connected*:** We connect to the world outside — the students and communities we serve, both locally and globally.
- **We are *Innovative*:** We tackle the big issues of our time to transform the lives of our students and society.
- **We are *Accountable*:** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- **We *Care*:** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials: Date