

## Position Description

### Manager, Library Learning Services

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<b>Position No:</b>	50148170
<b>Business Unit:</b>	Library Learning and Development
<b>Division:</b>	Library
<b>Department:</b>	Library Learning and Development
<b>Classification Level:</b>	HEO9
<b>Employment Type:</b>	Full-Time, Continuing
<b>Campus Location:</b>	Melbourne (Bundoora) campus
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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## **Position Context/Purpose**

The Manager, Library Learning Services is responsible for leading the Library Learning Services team, which sits within the Library Learning and Development section.

The Manager, Library Learning Services oversees and directs the delivery of on-demand and in-subject library learning support and services across all campuses to all student cohorts; and the strategic creation and curation of high quality, relevant digital library and learning resources to enable learning services to be delivered effectively, and at scale both within and outside the curriculum to support student learning and outcomes. The position provides direction for the delivery of learning services and programs to support the development of student digital, information and academic literacies across all disciplines; and manages, reviews and evaluates services to align with the changing needs of the University community. The Manager is responsible for ensuring that services are designed inclusively, and meet the needs of our diverse student cohorts; and contributes to the strategic planning process in the Library to ensure that Library services and programs align with and support University and Library strategy and direction. The Manager is responsible for driving strategic stakeholder engagement and Library advocacy within and outside the Library.

### **Duties at this level will include:**

- Contribute to the annual business planning process to support strategic direction of the Library, and Library Learning Services.
- Represent the Library and demonstrate strategic impact to internal and external University and sector colleagues and stakeholders through advocacy, building connections, and contribution at University committees.
- Lead the design, provision and evaluation of high quality, seamless and scaleable Library and academic client services and resources to support all cohorts at every point in their learning journey, in line with Library frameworks and strategy.
- Lead continuous review of the performance of the Library Learning Services team, identifying strategic areas for improvement in structure, practices, policies and technology.
- Strategically review services, business priorities and practices of the Library and the Learning Services team to ensure they align with changing client needs and University strategy, and with emerging trends within the sector.
- Develop, motivate, empower and mentor staff to improve their capability to better meet current and future requirements.
- Participate in Library face-to-face and online programs and other operational duties as required.

### **Essential Criteria**

#### **Skills and knowledge required for the position**

- Completion of a postgraduate Information Management, Library or Education degree; or an equivalent combination of relevant experience and/or education/training; and extensive experience of leadership and management in an academic library environment.
- Demonstrated ability to establish and maintain strong working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues.
- Demonstrated experience in leading creative cross-function planning processes to develop innovative solutions to local and organisational problems, including unplanned and sustained disruption and strategic change.
- Demonstrated experience and expertise in the management of large and complex teams and service delivery in the university library sector.
- Excellent interpersonal and leadership skills, including the ability to negotiate, motivate, influence and build relationships, and lead through others.

- Demonstrated experience in leading creative planning processes and a proven record of accountability for the performance and successful delivery of strategic programs and services.
- Proven experience and success in managing staff performance, and leading, motivating, empowering and developing staff within and across teams.

### Capabilities required to be successful in the position

- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative, critical and systems thinking – generating ideas and recommending solutions to local and organisational problems.
- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change by implementing improvements to local and organisational practice.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University; and create a safe, inclusive, high-performing team culture by consistently modelling and enabling accountability, connection, innovation and care.

### 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.
- Completion of an Information Management, Library degree or an equivalent combination of relevant experience and/or education/training.

### 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: