

## Position Description

### Reading lists and Resource Sharing Librarian

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<b>Position No:</b>	NEW
<b>Business Unit:</b>	Library LTU
<b>Division:</b>	Library
<b>Department:</b>	Library LTU
<b>Classification Level:</b>	[HEO5] \$69,882- \$78,262
<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 Purpose**

The Reading Lists and Resource Sharing Librarian is responsible for maintaining accurate procedures and records relating to reading lists and resource sharing. The role fulfils resource sharing, reading list and high-use materials requests in accordance with agreed service standards and resolves supply and access issues for these resources and the general collection. The incumbent maintains collaborative relationships with University staff, students, and partner libraries.

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

- Requires judgement based on theoretical and technical knowledge pertaining to a range of differing situations. Exercise's initiative in the application of systems and procedures.
- Performs tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.
- Create and maintain accurate online records to ensure reading list, high-use and resource sharing materials are accessible and discoverable to meet learning and teaching needs including processing financial transactions relating to resource sharing supply and receipt.
- Maintain correct and functioning access to electronic resources through effective and timely contribution to the troubleshooting process.
- Ensure supply of materials is conducted in compliance with licence and copyright restrictions.
- Collect and report on statistical data relating to reading list, resource sharing and high-use materials to identify operational improvements
- Reformat and supply information resources for reading list, resource sharing and high use materials.
- Build reading lists beginning to end and regularly liaise with Senior Learning Librarians in relation to reading lists.
- Undertake day to day resolution of complex supply and access issues.
- Participate in face-to-face and online Library programs and other operational duties as required

## **Essential Criteria**

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

- Qualifications in information management or a relevant discipline or an equivalent combination of relevant experience and education/training
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.
- Demonstrated experience in a relevant Library environment with, reading list, resource sharing and high-demand processes.
- Demonstrated experience providing appropriate and timely advice in response to enquiries from internal and external stakeholders.
- Effective written and oral communication and interpersonal skills, including the ability to develop collaborative working relationships with colleagues, students, academic staff and other stakeholders.

- Demonstrated competence to operate and learn with confidence in a digitally connected and evolving environment.
- Demonstrated ability to work as a member of a customer-focused team.

### 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 work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- 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.

### 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: