

Position Description

Senior Learning Librarian

Position No:	50002028
Business Unit:	DVC (Education)
Division:	Library
Department:	Library LTU
Classification Level:	HE06
Employment Type:	Full-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 Context/Purpose

Senior Learning Librarians work as a part of the Library Learning Services team, which sits within the Library Learning and Development section, to develop and deliver a range of in-subject, on-demand and digital library learning services and resources to support the development of information and digital literacy in students. In-subject services are delivered within the curriculum and include classes, guides and assessment that scaffolds student learning across their qualification. On-demand services include the Library's chat, phone and face-to-face service points, co-curricular classes and events. In-subject and on-demand services are supported by digital library learning resources such as videos and interactive modules developed by the team to deliver an engaging and pedagogically robust learning experience to students.

Senior Learning Librarians work closely with Academic Skills and Language Advisors and Learning Librarians to systematically promote, develop, deliver and review library programs, services and resources embedded into the curriculum. They liaise with academic staff in designated disciplines to build ongoing relationships and scaffold digital and information literacy skills within curriculum. Senior Learning Librarians contribute to on-demand service delivery to Library clients, including students, staff, partners and community. Senior Learning Librarians work in flexible, cross-campus and cross-functional teams to support students in their development of digital, information and academic literacies, and drive continuous improvement, relevancy, and accessibility within Library frameworks and strategy, providing a seamless service to all student cohorts and with a focus on diversity and inclusion within these cohorts.

Duties at this level will include:

- Provide a high quality Library experience in all contact modes to ensure every contact with the Library Learning Services Team is friendly, positive and professional, creating a high standard of service delivery.
- Deliver on-demand services including Library Chat, phone, email and classes and collaborate across all functions within and across the Library Learning Services team to deliver a seamless student experience.
- Develop collaborative relationships and partnerships with academic learning and teaching staff and other University stakeholders to connect library programs and services to the curriculum to optimise student learning outcomes and success.
- Support the ongoing transition of print reading list resources to digital and work actively with academics to promote the value and benefits of digital, and open educational resources.
- Apply specialist knowledge to plan and develop digital learning objects and identify and prepare web-based content for library online resources and tools, for both on-demand and in-subject application.
- Plan and implement new digital learning modules and programs in line with Library strategy, contributing to projects as needed to achieve relevant learning outcomes that can be applied across disciplines.
- Collaborate with Senior Research Librarians to support the development of information and digital literacy across all student cohorts within specific discipline clusters.
- Collaborate with the Coordinator, Open Education and Scholarship, and other Library staff, to promote best practices within the open education space and promote La Trobe's work in this area, specifically eBureau.
- Demonstrate the ability to work autonomously and as part of a team, to support colleagues, and participate in wider team projects and initiatives.
- Collaborate across teams within and outside Library Learning Services to advocate for Library services, build relationships with internal and external stakeholders, and contribute to ongoing training and development for Library staff.

- Contribute to workplace culture and safety, embracing diversity and inclusion and building a respectful workplace.
- Contribute to the development of a coordinated approach across Library Learning Services, and make recommendations to improve services.
- Deliver on-demand services including Library Chat, phone, email and classes and collaborate across all functions within and across the Library Learning Services team to deliver a seamless student experience
- Participate in Library face-to-face and online services, and weekend and public holiday work, as well as other operational duties as required.

Essential Criteria

Skills and knowledge required for the position

- Degree in information management or a relevant discipline, or an equivalent combination of relevant experience and education/training/experience.
- Demonstrated experience in delivery of on-demand services, including online and face-to-face classes, weekend and out of hours work, and library systems such as Alma.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated understanding and knowledge of learning and teaching principles and the role of the library in teaching and learning processes and workflows.
- Demonstrated understanding of, and experience with digital learning resources and pedagogy, including resource development, creative technologies, and online learning pedagogy.
- Proven ability to establish and maintain effective and collaborative partnerships with academic staff, colleagues and other stakeholders to deliver programs and services within specific discipline clusters.
- Demonstrated excellent interpersonal and communication skills, including effective training and presentation skills; and ability to set priorities and manage the activities of self and/or others including coaching, motivating and performance managing.
- Demonstrated ability to work effectively in a customer-focused, multi-functional dispersed 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, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local 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.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe Cultural Qualities:



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 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 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