

Position Description

Coordinator Library Discovery Platforms

Position No:	50145260
Business Unit:	DVC (Academic)
Division:	Library
Department:	Library LTU
Classification Level:	HEO7
Employment Type:	Full-Time, Continuing
Campus Location:	Campus Independent
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

The Digital Discovery Team is within the Library Learning and Development Section. The team is responsible for ensuring that the planning, development and evaluation of online educational resources is integrated across all Library functions and enhances the Library's online effectiveness through deliberate and targeted use of new and emerging educational technologies. The team provides tools and expertise to ensure capacity for digital discovery and innovation is developed and nurtured in Library staff resulting in production of quality online learning resources and digital experiences. The team uses Library frameworks to guide development and delivery of services and programs.

The Coordinator, Library Discovery Platforms provides expertise to support discovery and availability of resources, within library systems such as discovery platforms, repository, reading lists and other vendor systems. The role provides leadership for the Library to ensure library systems are fit for purpose and provides expertise to ensure they are maintained within the software development lifecycle and meet current and future roadmaps. This position develops and builds relevant technical expertise within the team and across the Library staff to support metadata schemas, record loads and troubleshooting. The role includes the management of external collaborative relationships with system vendors including bibliographic utilities and the National Library of Australia.

Duties at this level will include:

- Provide high quality Library experience in all contact modes to ensure every contact with the Digital Discovery Team is friendly, positive, and professional, creating a high standard of service delivery.
- Co-ordinate and provide advice on data transfer and interoperability between discovery systems
- Lead the monitoring and improvement of library discovery user experience across all relevant platforms and interfaces
- Provide support for metadata description, ensuring maintenance of accurate and current records of holdings, including liaison with internal staff, national bodies such as Libraries Australia and other bibliographic utilities
- Provide expertise and advice regarding metadata schemas and metadata exchange within discovery layers and associated systems, including reading lists and the repository to ensure accurate and timely resource discovery and access for users
- Provide expertise and leadership to enable the team to appropriately support the discovery layer, library management system and other discovery paths and authentication systems
- Maintain and manage data relationships with citation databases and bibliographic utility systems such as Libraries Australia, Scopus, Web of Science and Research Data Australia
- Undertake other duties within the Library to address workload balancing across teams, including front-facing duties as required.
- Participate in face-to-face and online Library programs and other operational duties as required.

Essential Criteria

Skills and knowledge required for the position

- An undergraduate degree in any area relevant to the position with at least 4 years subsequent experience; or extensive experience and management expertise; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated expert knowledge and application of current best practice in discovery systems, metadata management, metadata systems and an understanding of the management of large volumes of bibliographic data

- Excellent interpersonal and communication skills.
- Demonstrated organisational and problem solving skills, with an ability to work with complex workflows and manage concurrent projects
- Ability to develop innovative methodologies and take a leading role in the technical implementation of new workflows
- Demonstrated ability to manage multiple stakeholders to achieve agreed outcomes.
- Demonstrated competence to operate and learn with confidence in a digitally connected and evolving environment.
- Project management experience with demonstrated skills in delivering milestones for successful project outcomes
- Demonstrated experience in setting priorities, developing plans, making decisions and evaluating outcomes to deliver effective services
- Demonstrated high level interpersonal and communication skills and the ability to work collaboratively across teams

Capabilities required to be successful in the position

- 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 enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

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