

Position Description

Learning Librarian

Position No: New

Classification: HE05

Position Supervisor: Please refer to MyHR

Other Benefits: <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

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

Position Purpose

Learning Librarians work as a part of the Library Learning Services team to develop and deliver a range of on-demand and in-subject services and programs, and digital library learning resources to support the development of information and digital literacy in students. On-demand services include the Library's chat, phone and face-to-face service points, co-curricular classes and events. In-subject services are delivered within the curriculum and include classes, guides and assessment that scaffold student learning across their studies. On-demand and in-subject 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.

Learning Librarians are primarily responsible for the delivery of the Library's on-demand services to Library clients, including students, staff, partners and community. In addition, Learning Librarians contribute to the Library's in-subject services through close collaboration with colleagues in discipline clusters within and across the Library Learning Services team.

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.

Learning Librarians work collaboratively with colleagues in the Library Learning Services team and across the Library to deliver relevant, accessible, and seamless service to all student cohorts including undergraduate, postgraduate, regional and international; and with focus on diversity and inclusion requirements within these cohorts.

Duties at this level will include:

- Deliver online and face-to-face services to meet identified service standards during regular rostered times, including evenings, weekends and public holidays as required.
- Participate in the development of on-demand services such as Library chat, phone, email and classes.
- Provide expertise related to Library systems and services (e.g. Alma).
- Support service delivery to LTU students and staff with a focus on all cohorts – undergraduate, postgraduate, regional, international and equity and diversity groups; as well as external stakeholders such as ULANZ, CAVAL, clinical supervisors, Alumni and others as relevant.
- Participate in development and delivery of student-focused events such as Open Days, Orientation, and other student partnership initiatives.
- Contribute to the development of a coordinated approach across the Library Learning Services team and make recommendations to improve services.
- Collaborate with Senior Learning Librarians to develop content and deliver in-subject information and digital literacy programs and classes within discipline clusters.
- 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.
- Train and provide guidance to student casuals and other staff working in Library Learning Services to drive continuous improvement of systems and services.
- Contribute to workplace culture and safety, embracing diversity and inclusion and building a respectful workplace.
- Participate in Library face-to-face and online programs, and other operational duties as required.

Essential Criteria

- 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 understanding and knowledge of learning and teaching principles, and the role of the academic library in learning and teaching processes and workflows.
- Experience in developing and delivering programs to meet the learning needs of varying student cohorts in an academic library environment, including undergraduate, postgraduate, regional and international; and with specific focus on inclusion and diversity.
- Demonstrated understanding of, and experience with digital learning resources and pedagogy, including resource development, creative technologies, and online learning pedagogy.
- Demonstrated ability to set priorities, meet deadlines and monitor workflows within own area of responsibility; and to collaborate effectively within and across teams, and with external stakeholders, to ensure an optimum student experience and outcomes.
- Demonstrated ability to work autonomously and as part of a team, to support others, and to participate in wider team projects and initiatives in the drive for continuous improvement.

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 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 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.

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: