POSITION DESCRIPTION

Position Title: Librarian/Archivist

Organisation Unit: Information Systems and Resource Services (ISRS)
The University of Queensland Library

Position Number: 3041077

Type of Employment: Full time / Fixed term

Classification: Hew Level 5/6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are
at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

The University of Queensland Library

The Library is integral to learning, discovery and engagement at The University of Queensland. We provide access to quality scholarly information resources and quality client focused services and spaces to support teaching and research at The University of Queensland. We partner with the UQ and wider community to provide pathways to enrich learning and research. The Library’s collection is one of the largest academic collections in Australia and by far the largest in Queensland.

Information Systems and Resource Services manages and enables access to the Library's collection in all its formats, plays a critical role in understanding and improving the user experience, provides services that deliver the collection to clients, and develops and supports the technology that provides the online services.

Fryer Library builds collections to support scholarship, education and engagement with The University of Queensland community, international students and researchers, and the broader public. The special collections are significant and provide unique primary source material. An important, but secondary role is to support the advancement and engagement opportunities for Fryer’s community through various events and exhibitions.

Information about the University of Queensland Library including its Profile and Strategic Plan is available at www.library.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-ug

DUTY STATEMENT

Primary Purpose of Position

This position will work individually and as part of team. The position’s primary focus is the arrangement and description of Fryer Library collections, using established archival procedures/ standards.
### Duties

Duties and responsibilities include, but are not limited to:

<table>
<thead>
<tr>
<th>HEW 5</th>
<th>HEW 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard arrangement and description of collections acquired by Fryer Library using established archival procedures/ standards.</td>
<td>Advanced arrangement, description and cataloguing of collections acquired by Fryer Library using established archival procedures/ standards.</td>
</tr>
<tr>
<td>Contribute, document and maintain accurate records, statistics and data entries in relevant Library collection management systems.</td>
<td>Contribute, document and maintain accurate records, statistics and data entries in relevant Library collection management systems.</td>
</tr>
<tr>
<td>Assist in the development of the Library’s collections in collaboration with academics, researchers and other Library staff in context of the Library’s Collection Development Policy to enhance the teaching, learning and research objectives of The University.</td>
<td>Develop the Library’s collections in collaboration with academics, researchers and other Library staff in context of the Library’s Collection Development Policy to enhance the teaching, learning and research objectives of The University.</td>
</tr>
<tr>
<td>From time to time, provide an information service to clients of the Fryer Library via a range of communication methods such as online, telephone, and individual consultations.</td>
<td>From time to time, provide an information service to clients of the Fryer Library via a range of communication methods such as online, telephone, and individual consultations.</td>
</tr>
<tr>
<td>Assist in the development of strong and effective partnerships with UQ academic staff and students to maximise the value of library expertise and service in enhancing UQ’s teaching and learning.</td>
<td>Develop and maintain strong and effective partnerships with UQ academic staff and students to maximise the value of library expertise and service in enhancing UQ’s teaching and learning.</td>
</tr>
<tr>
<td>Contribute to the provision of high quality services to all clients across the Library.</td>
<td>Provide high quality services to all clients across the Library.</td>
</tr>
<tr>
<td>Under minimal supervision, administer copyright in response to the project’s needs, and liaise with the Manager, Fryer Projects and the Copyright Lawyer on complex queries.</td>
<td>Administration of copyright pertaining to the project’s needs in consultation with the Manager, Fryer Projects, ensuring very complex matters are discussed with the Copyright Lawyer.</td>
</tr>
<tr>
<td>Participate in University Committees and Library projects as required.</td>
<td>Co-ordinate and participate in University Committees and Library projects as required.</td>
</tr>
<tr>
<td>Supervise the work of other library staff in designated areas as required.</td>
<td>Mentor and/or supervise the work of other library staff in designated areas as required.</td>
</tr>
</tbody>
</table>
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Manager, Fryer Library Projects.

SELECTION CRITERIA

Qualifications

<table>
<thead>
<tr>
<th>HEW 5</th>
<th>HEW 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant qualifications which qualify for associate membership of the Australian Library and Information Association or an accredited member of the Australian Society of Archivists.</td>
<td>Relevant qualifications which qualify for associate membership of the Australian Library and Information Association or an accredited member of the Australian Society of Archivists.</td>
</tr>
<tr>
<td>Demonstrated knowledge of special collections, including archival collections</td>
<td>Demonstrated high level knowledge of, and professional experience in, special collections, including archival collections</td>
</tr>
<tr>
<td>An understanding of current trends in research, learning and teaching within an academic institution</td>
<td>A detailed understanding of current trends in research, learning and teaching within an academic institution</td>
</tr>
<tr>
<td>Demonstrated project and change management skills.</td>
<td>Demonstrated experience and skills coordinating projects and change management.</td>
</tr>
<tr>
<td>Demonstrated ability to provide information assistance through a variety of flexible delivery options.</td>
<td>Demonstrated ability to provide advanced information assistance through a variety of flexible delivery options.</td>
</tr>
</tbody>
</table>
Capacity to liaise with and develop effective relationships with a small team through excellent communication, interpersonal, customer service and teamwork skills

Demonstrated ability to liaise with and develop effective relationships with a small team through excellent communication, interpersonal, customer service and teamwork skills

Ability to work independently but also collaboratively with cross-campus and multi-disciplinary teams

Demonstrated ability to take on a leadership role working independently but also collaboratively with cross-campus and multi-disciplinary teams

Understanding of relevant systems technologies and their application in universities and academic libraries.

Experience of relevant systems technologies and their application in universities and academic libraries.

Experience in the application of metadata standards.

Extensive experience and specialist expertise in the application of metadata standards.

Please note: The University of Queensland Library reserves the right to transfer staff to any of its services.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.