**POSITION DESCRIPTION**

**Position Title:** Information Resource Administrator  
**Organisation Unit:** Information Systems and Resource Services  
The University of Queensland Library  
**Position Number:** 1260987  
**Type of Employment:** Full time, Continuing  
**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.

Information about the University of Queensland Library including its Profile and Strategic Plan is available at [www.library.uq.edu.au](http://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-uq](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

To support learning, discovery and engagement at The University of Queensland through the delivery of a range of services designed to maximize the benefits of relevant scholarly information resources.

**Duties**

Duties and responsibilities include, but are not limited to:

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<th>HEW Level 5</th>
<th>HEW Level 6</th>
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<td>• Assist in acquiring and enabling discovery of and access to a range of information resources relevant to teaching, learning and research needs</td>
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<td>• Assist in the development of effective relationships with ISRS clients (other Library staff), and library vendors, publishers, data owners, and other libraries</td>
<td>• Liaise, develop and maintain effective relationships with ISRS clients (other Library staff), and library vendors, publishers, data owners, and other libraries</td>
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• Assist in the provision of advice to stakeholders on information systems and resource services
• Provide expert advice to stakeholders on information systems and resource services

• Assist with the implementation and administration of relevant policies and procedures
• Coordinate the implementation and administration of relevant policies and procedures

• Develop, publish and maintain library documentation including procedures and intranet content
• Develop, publish and maintain library documentation including procedures and intranet content

• Assist in the evaluation and management of the Library's collection and services in order to quantify the value of these resources in progressing the goals of the University
• Analyse complex statistics and generate reports to assist in the evaluation and management of the Library’s collection and services in order to quantify the value of these resources in progressing the goals of the University

• Assist with the management of systems relevant to an academic library including electronic and print resources, circulation, metadata control, learning resources, document delivery and collection maintenance
• Update and manage records in information systems relevant to an academic library including electronic and print resources, circulation, metadata control, learning resources, document delivery and collection maintenance

• Participate in Library projects and committees, as required
• Co-ordinate and participate in Library projects and committees, as required

• May supervise the work of other library staff in designated areas
• May mentor and/or supervise the work of other library staff in designated areas

• Any other duties as reasonably directed by your supervisor
• Any other duties as reasonably directed by your supervisor

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
• 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 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 Curation and Rights Coordinator, Information Resources.
SELECTION CRITERIA

**Essential**

- Relevant degree and/or postgraduate qualification which qualifies for associate membership of the Australian Library and Information Association, or an equivalent combination of relevant experience and education/training

- Knowledge of current Library technologies, relevant for the support of resources and delivery of information services

- Knowledge and understanding of information resources relevant to the needs of Academic Institutions

- Ability to troubleshoot and resolve problems

- Excellent communication, liaison, interpersonal, customer service and teamwork skills

- Ability to work flexibly, independently and collaboratively in a busy, client-focused and changing environment to respond to priorities and meet deadlines

- Relevant degree and/or postgraduate qualification which qualifies for associate membership of the Australian Library and Information Association, or an equivalent combination of relevant experience and education/training

- Highly developed knowledge, skills and experience in analysing and using current technologies for the support of resources, delivery of information services and impact on collection management.

- Demonstrated knowledge of information resources relevant to the needs of Academic Institutions

- Ability to effectively resolve complex problems

- Excellent communication, liaison, interpersonal, customer service and teamwork skills

- Ability to work flexibly, independently and collaboratively in a busy, client-focused and changing environment to respond to priorities and meet deadlines

**Desirable**

- Experience and expertise in the application of metadata standards.

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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.