POSITION DESCRIPTION

Position Title: Librarian (Fryer Library)
Organisation Unit: Library Corporate Services
The University of Queensland Library
Position Number: 1331018
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 provides a range of services to its customers, maintaining traditional library services as well as implementing new technologies in service delivery and the provision of information skills programs to a variety of clients. The Library pro-actively supports the University's learning, discovery and engagement strategies in a rapidly changing environment.

The Library's collection is one of the largest academic collections in Australia and by far the largest in Queensland. The collection encompasses more than 2.5 million volumes, a burgeoning online collection of approximately 75,000 distinct journal titles in electronic and/or print format, over 500,000 electronic books and over 1,000 networked databases, as well as manuscripts, microform and pictorial collections.

Information about the University of Queensland Library including its Profile and Operational 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-uq

DUTY STATEMENT

Primary Purpose of Position

This position will work individually and as part of team in the Fryer Library to enhance UQ's education and research goals and to mentor and develop staff capability. The primary purpose of the position is:

• The provision of a range of information services to library clients, along with processing and caring for the heritage collections of the Fryer Library.

• Contribute to a client focused service environment by implementing relevant aspects of the University’s Strategic Plan and developing and implementing the Library’s Strategic and Operational Plans.

• Liaise with staff in designated organizational units to ensure that the Library is responsive to the teaching, learning, and research needs of the UQ community.
Duties

Duties and responsibilities include, but are not limited to:

**HEW 5**
- Standard arrangement and description of collections acquired by Fryer Library using established archival procedures/standards for finding aids.
- Provision of an information service to clients of the Fryer Library via a range of communication methods such as online, telephone, and individual consultations.
- Under minimal supervision, administer copyright in response to client requests, and liaise with Senior Librarian and the Copyright Lawyer on complex queries.
- Provision of information skills classes and workshops for both UQ and community groups, including curated access to unique and rare primary source material.
- Active participation in University Committees and Library projects as required.
- Assist in the collection development activities of the Fryer Library.
- Contribute, document and maintain accurate records, statistics and data entries in Library Client Relationship Management systems.
- May supervise the work of other library staff in designated areas.

**HEW 6**
- Advanced arrangement, description and cataloguing of collections acquired by Fryer Library using established archival procedures/standards for finding aids.
- Provision of an expert information service to clients of the Fryer Library via a range of communication methods such as online, telephone, and individual consultations.
- Administration of copyright pertaining to collections in consultation with the Senior Librarian, ensuring very complex matters are discussed with the Copyright Lawyer.
- Design, deliver and evaluate information skills classes and workshops for both UQ and community groups, including curated access to unique and rare primary source material.
- Coordinate and actively participate in and co-ordination of University committees and Library projects as required.
- Active participation in collection development activities of the Fryer Library.
- Contribute, document and maintain accurate records, statistics and data entries in Library Client Relationship Management systems.
- May mentor and/or supervise the work of other library staff in designated areas.
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 Senior Librarian, Fryer Library.
SELECTION CRITERIA

Essential

- Relevant qualifications which qualify for associate membership of the Australian Library and Information Association.
- Demonstrated knowledge of special collections, including archival collections
- An understanding of current trends in Research, Learning and Teaching within an academic institution
- Demonstrated knowledge of trends in library and information services delivery in an educational and research environment
- Demonstrated knowledge of publishing trends and information resources development in academic libraries
- Ability to use current technologies for the delivery of information services
- Demonstrated ability to provide information assistance through a variety of flexible delivery options. These include development and delivery of scholarly communication programs and hands on classes highlighting primary source materials for undergraduate, postgraduate and higher degree research students, and academic and research staff.
- Capacity to liaise with and develop effective customer relationships with a range of clients through excellent communication, interpersonal, customer service and teamwork skills
- Ability to work independently but also collaboratively with local, cross-campus and multi-disciplinary teams
- Relevant qualifications which qualify for associate membership of the Australian Library and Information Association.
- Demonstrated knowledge of, and professional experience in, special collections, including archival collections
- A detailed understanding of current trends in Research, Learning and Teaching within an academic institution
- Demonstrated knowledge and experience of trends in library and information services delivery in an educational and research environment
- Demonstrated knowledge of publishing trends and information resources development in academic libraries
- Highly developed skills in the use of current technologies for the delivery of information services
- Extensive subject expertise relevant to learning and research needs with relevant liaison experience in an academic community
- Demonstrated ability to provide advanced information assistance through a variety of flexible delivery options. These include development and delivery of scholarly communication programs and hands on classes highlighting primary source materials for undergraduate, postgraduate and higher degree research students, and academic and research staff.
- Demonstrated ability to liaise with and develop effective customer relationships with a range of clients through excellent communication, interpersonal, customer service and teamwork skills
- Demonstrated ability to take on a leadership role working independently but also collaboratively with local, cross-
campus and multi-disciplinary teams

- Ability to be flexible in a changing environment
- Ability to organise and prioritise own workloads, work independently and meet deadlines.
- Demonstrated ability to be flexible in a changing environment
- Demonstrated ability to train, develop and lead a small team of staff and organise and prioritise own workloads, work independently and meet deadlines.

**Desirable**

**HEW 5**
- Understanding of online technologies and their application in universities and academic libraries
- Knowledge of a variety of computer applications for the development of learning materials including web pages
- Experience in the application of metadata standards

**HEW 6**
- Experience of online technologies and their application in universities and academic libraries
- Knowledge of and experience in using a variety of computer applications for the development of learning materials including web pages
- Extensive experience and specialist expertise in the application of metadata standards

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 Elle Guerrero by email central-hr-advisory@uq.edu.au or phone 07 3443 1369.