POSITION DESCRIPTION

Position Title:  Senior Librarian, Fryer Library
Organisation Unit:  The University of Queensland Library
Position Number:  3005237
Type of Employment:  Fixed Term/Full Time (until 27 March 2020)
Classification:  Hwe Level 7

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.

V6.2 October 2017
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. 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 Strategic Plan is available at www.library.uq.edu.au

The Fryer Library

The Fryer Library is The University of Queensland Library’s special collections branch. Founded as The Fryer Memorial Library of Australian Literature in 1927 the collection includes Australian literary publications and manuscripts, photographs, architectural drawings, recordings and rare books.

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

Take a leadership and coordinating role within the Fryer Library, participating, as a member of the Library Corporate Services (LCS) team in implementing the mission of The University of Queensland Library.

Contribute to a client focussed service environment by implementing the University’s plan, developing and implementing the Library Operational Plan and co-ordinating collection processing activities and information services within the Fryer Library.

Duties

Duties and responsibilities include, but are not limited to:

- Coordination of the provision of the Fryer Library information service through the supervision of staff and oversight of a range of activities within the Fryer Library to
ensure effective service delivery, collection development, facilitation of staff learning, and recognition and development.

- As a member of the LCS senior staff, participate in the overall strategic analysis, planning and management of the service including development and implementation of policies and action plans.

- Ensure effective communication, liaison and negotiation with Library staff, UQ staff, and library clients, in relation to Fryer Library services.

- In conjunction with the Fryer Librarian, maintain an in-depth knowledge of the print and manuscript collections, including preservation and conservation requirements, valuation processes, and archival listing and processing workflows.

- Develop and maintain strong and effective partnerships with UQ academic staff to maximise the value of Library expertise, collections and services in enhancing UQ’s teaching and learning.

- Promote access to relevant collections in the Fryer Library to academics and students.

- Coordinate and participate in library-wide projects.

- Represent the UQ Library and University at relevant local, national and international levels as required.

- Coach and develop staff within Fryer Library to build our capability to provide high quality services across multiple locations.

- Ensure fair and equal treatment of staff, in accordance with the University’s policies and procedures.

- Deputise/represent the Fryer Librarian, Library and University as required.

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 Fryer Librarian
SELECTION CRITERIA

Qualifications

Essential

- Relevant degree which qualifies for Associate (Librarian) membership of the Australian Library and Information Association.
- Substantial professional experience in libraries, including special libraries or archives, including library management and experience.
- In depth knowledge of tools and other resources used by the Library’s clients to access information resources.
- Demonstrated capacity to provide leadership in a customer focused and dynamic service.
- Excellent problem-solving and analytical skills to develop solutions to workplace issues.
- Ability to take direction and also supervise, coach and develop the capacity of a diverse team of staff.
- Demonstrated leadership in the provision of information services for teaching and learning, and research support.
- Ability to liaise effectively with library staff, other UQ staff, library clients, library vendors, publishers, data owners and staff from other institutions.
- Ability to understand and respond to priorities and trends in the Library and University environments.

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