POSITION DESCRIPTION

Position Title: Manager, Fryer Library Projects
Organisation Unit: Information Systems and Resource Services (ISRS)
The University of Queensland Library

Position Number: 3014073
Type of Employment: Full time / fixed term (2 years)
Classification: Hew Level 8

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 (ISRS) 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-uq

DUTY STATEMENT

Primary Purpose of Position

Jointly lead and manage with the Associate Director, Information Systems and Resource Services (ISRS), the two-year project to assess the current state of the Fryer Collections and to design efficient systems and processes to manage these collections effectively.

Duties

Duties and responsibilities include, but are not limited to:

- Conducting a survey of the Fryer Library collections (processed and unprocessed)
- Setting up a program of work to process, warehouse, and weed Fryer Library collections
• Creating a Collection Storage Plan for Fryer Library

• Consolidating the Fryer Library collection to ensure collections are prepared for future moves to appropriate storage, including published collections

• Streamlining recordkeeping in order to improve Fryer Library asset reporting and valuation processes, including overseeing the optimisation of linked Alma/Primo workflows

• Leveraging elements of any new Archival Management System (AMS) solution implemented for University Archives, should they fit with Fryer Library business requirements

• Clarifying policies associated with Fryer Library collection management, then documenting these within the Fryer Library Collection Development Policy

• Developing plans, setting goals, and ensuring milestones and other deadlines are met

• Consulting with stakeholders, keeping them informed regularly through progress reports

• Overseeing a small team of fully engaged project staff; from time to time, this team will be supplemented by additional staff based in Information Systems and Resource Services (ISRS)

• Represent the University Library as required

• 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 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 Assistant Director, Information Resources, ISRS, and supervises one AMS Project Librarian, and two Librarian/Archivists.
SELECTION CRITERIA

**Essential**

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience, or extensive experience and management expertise, or an equivalent combination of relevant experience and/or education/training
- Extensive professional experience with heritage collections, managing manuscript workflows, addressing preservation issues, and reporting on assets
- Advanced project and change management skills
- Advanced ability to effectively resolve complex problems
- Advanced ability to formulate SMART (specific, measurable, achievable, relevant, time-bound) recommendations, and incorporate these into reports
- Advanced ability to develop, interpret, and apply new policies and procedures
- Highly developed interpersonal and consultative skills, including the ability to communicate, negotiate outcomes and work effectively with a diverse range of internal and external stakeholders
- High-level ability to work flexibly, prioritise own workload, work autonomously, and achieve milestones
- Excellent people management skills, with a demonstrated ability to manage, motivate, mentor and lead a team of staff in a complex environment with strict deadlines.

**Desirable**

- Experience with or demonstrable knowledge of archival management systems
- Experience using Ex Libris' Alma/ Primo Library Services Platform
- Experience using agile project management tools (e.g. Pivotal Tracker)

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.