POSITION DESCRIPTION

Position Title: Digitisation Assistant
Organisation Unit: Information Systems and Resources Services (UQ Library)
Position Number: 3033159
Type of Employment: Casual
Classification: Hew Level 3

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.

Organisational Environment

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. Annual expenditure on Library materials is approximately $19 million. 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 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

Applicants should note that this work may involve manual handling tasks including moving books, journals and furniture as required and pushing and pulling loaded trolleys. It is repetitive in nature and involves lifting, reaching and squatting movements as well as long periods of standing and walking.

DUTY STATEMENT

Primary Purpose of Position

The position is responsible for the digitisation and post processing of a range of formats of material (print, maps, charts, photographs etc.) including rare material.

Duties

Duties and responsibilities include, but are not limited to:

- Digitisation of materials using a range of equipment
- Post processing of the digitised item using a range of photo, media & text editing software and creating archival and web quality files.
- Create descriptions for digital objects following existing standards and workflows
- Upload digital files and corresponding metadata to established repositories
- Search a range of database’s and other sources to obtain bibliographic and location data
- Assist Senior Digitisation Assistant to maintain library facilities and equipment.
- Assist in training and support of team members
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

This position reports to the Digitisation Supervisor or Manager Digitisation depending on location.
SELECTION CRITERIA

**Essential**

- Applicants should possess relevant work experience or an equivalent combination of relevant experience and/or education/training. Progress towards or completion of a Diploma of Library and Information Services (Library Technician or equivalent) is highly desirable.

- Ability to organize work, adhere to timelines and work with a high degree of attention to detail and accuracy.

- Ability to use a range of digitization equipment and the ability to follow policies and procedures.

- Proficiency in a range of software programs (e.g. Microsoft Office Suite, Internet searching techniques, photo, media and text editing software, Adobe Acrobat Professional) and knowledge of or the ability to quickly acquire knowledge of UQ online systems.

- Knowledge of or the ability to quickly acquire knowledge of Library platforms, metadata schemas and item formats.

- Effective communication skills and the ability to work as part of a team, working with minimal supervision following established workflows.

- Experience in the use of digital media formats and best practice.

- Proficient data entry skills and the ability to accurately follow policies and procedures.

- Flexibility and adaptability with a willingness to learn new skills

**Please note:**

- The University of Queensland Library reserves the right to transfer staff to any of its services.

- Evening and weekend work may/will be required.

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](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.