POSITION DESCRIPTION

Position Title: Library Assistant – UQ eSpace
Organisation Unit: Learning and Research Service
The University of Queensland Library
Position Number: 3023261
Type of Employment: Fixed term / full time
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 (60). 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 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

The primary purpose of the position is to provide services to enable The University of Queensland’s institutional repository, UQ eSpace, to maintain an accurate and complete collection of publications to support both the University’s research reporting requirements and a number of UQ research performance related systems.

This position works as part of team that includes Unit Publication Officers from organisational units across the University and staff from Research and Innovation.

Duties

Duties and responsibilities include, but are not limited to:

- Create, edit and maintain records for the institutional repository, UQ eSpace. This includes ensuring relevant bibliographic metadata is accurate, UQ authors are linked to author identifiers and supplementary information for open access, government reporting, such as ERA is sourced and uploaded according to established guidelines.
Assess and upload open access publications to support UQ and research funding body policies on open access

Assess publications for reporting eligibility and source and upload evidence where required, according to established guidelines.

Respond to and resolve research publication enquiries through a variety of flexible delivery options, such as telephone, email, and other communications technologies (eg Eventum) and refer clients needing further assistance to relevant staff.

Download or scan documents and upload to UQ eSpace records using established procedures.

Conduct searches, using in-house and online databases to obtain bibliographic and related metadata.

Provide information assistance to the UQ community that reflects a client service ethos in order to maximise the use of Library resources, services and facilities.

Provide basic information and advice to Unit Publication Officers on UQ policy and procedures relating to UQ research outputs.

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 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 Librarian.
SELECTION CRITERIA

Essential

- Year 12 and relevant work experience, or an equivalent combination of relevant experience and/or education/training. Progress towards a Diploma of Library and Information Services (Library Technician) or Diploma of Information Technology is highly desirable
- An awareness of library operations and knowledge of automated library systems
- Well developed IT skills e.g. (Microsoft Office Suite, Internet searching techniques, photo-editing software, Adobe Acrobat Professional) and knowledge of or the ability to quickly acquire knowledge of UQ on line systems.
- Knowledge of or the ability to quickly acquire knowledge of metadata and publication categories.
- Proficient data entry skills and the ability to follow policies and procedures.
- Good communication skills - oral and written
- Good self-organisational skills, accuracy and attention to detail
- Demonstrated customer service and good interpersonal skills
- The ability to work as part of a team
- 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.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.