POSITION DESCRIPTION

Position Title: Librarian, Research Outputs (NTROs eSpace)
Organisation Unit: Learning and Research Services
The University of Queensland Library
Position Number: New
Type of Employment: Fixed term / Full Time (6 months)
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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), 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 secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim 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 Scholarly Communication and Repository Section (SCARS) contributes to research excellence at UQ. In partnership with the Library’s Client Services, SCARS provides advice and support in a range of areas including citation metrics, scholarly publishing, open access, digitisation, repositories and research data management.

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

This position will work individually, as part of the Research Outputs team, as well as collaborate with the Faculty Liaison teams to enhance UQ’s education and research goals and to mentor and develop staff capability. The primary purpose of this position is to:

- Deliver a broad range of high quality library information services to support the collection of non-traditional research outputs for ERA 2018, and ensure appropriate metadata records are included within the official UQ repository (UQ eSpace).
- Contribute to a client focused service environment by implementing the University’s strategic plan and developing and implementing the Library Operational Plan, aligned with the Library strategic plan and objectives.
- Liaise with staff in designated organisational units to ensure that the Library is responsive to the research needs of the UQ community and effective at delivering relevant support throughout the research lifecycle.

Duties

Duties and responsibilities include, but are not limited to:

**HEW Level 5**

- Provide common pro-active research output services related to non-traditional research outputs and the ARC Excellence in Research for Australia. This may include, but is not limited to:
  - Provision of advice and services to support research evaluation and impact services, including accurate and comprehensive reporting of UQ’s non-traditional research outputs in the institutional repository UQ eSpace

**HEW Level 6**

- Provide complex pro-active research output services related to non-traditional research outputs and the ARC Excellence in Research for Australia. This may include, but is not limited to:
  - Provision of detailed advice and services to support research evaluation and impact services, including accurate and comprehensive reporting of UQ’s non-traditional research outputs in the institutional repository UQ eSpace
• Assist in the effective communication with staff in organisational units (such as UQ International, Office of the Deputy Vice-Chancellor (Research)) to deliver library services which support the strategic objectives of the University

• Assist in the engagement with academic staff, researchers and research managers to help promote the collection of non-traditional research outputs for ERA

• Develop and maintain strong and effective communication with library staff in the Faculty teams to maximise the value of library expertise and services to support ERA

• Supporting individual researchers and research teams with the collection of non-traditional research outputs

• Supporting the University's research data collection and participation in government quality assessment exercises

• Ensure the effective addition of records to the institutional repository through monitoring and reviewing records and requests, allocating work as required, undertaking record creation and training and supervising staff

• 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.

• Develop and maintain strong and effective communication with staff in organisational units (such as UQ International, Office of the Deputy Vice-Chancellor (Research)) to deliver library services which support the strategic objectives of the University

• Engage with academic staff, researchers and research managers to help promote the collection of non-traditional research outputs for ERA

• Develop and maintain strong and effective communication with library staff in the Faculty teams to maximise the value of library expertise and services to support ERA

• Provide complex advice to support individual researchers and research teams with the collection of non-traditional research outputs

• Support the University's research data collection and participation in government quality assessment exercises

• Ensure the effective addition of records to the institutional repository through monitoring and reviewing records and requests, allocating work as required, undertaking record creation and training and supervising staff

• 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:

- 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

The position reports to a Manager, eSpace within the Scholarly Communication and Digitisation Services.
SELECTION CRITERIA

**Essential**

**HEW Level 5**

- Relevant qualifications which qualify for associate membership of the Australian Library and Information Association, or an equivalent combination of relevant experience and training sufficient to undertake the duties required

- An awareness of current trends in research, learning and teaching, publishing and information resources development within an academic institution

- Ability to provide information assistance through a variety of flexible delivery options including development and delivery of scholarly communication programs for postgraduate and higher degree research students, and academic and research staff.

- Knowledge and ability to use current technologies and information resources relevant to the learning and research needs of UQ

- Good communication, interpersonal, organisational, customer service and teamwork skills

- High level of professionalism and commitment to the organization and the ability to work flexibly in a changing environment

- Ability to work independently and understand and respond to priorities and trends in the Library and University environments

**HEW Level 6**

- Relevant qualifications which qualify for associate membership of the Australian Library and Information Association, or an equivalent combination of relevant experience and training sufficient to undertake the duties required

- Demonstrated knowledge of current trends in research, learning and teaching, publishing and information resources development within an academic institution

- Demonstrated ability to provide advanced information assistance through a variety of flexible delivery options including development and delivery of scholarly communication programs for postgraduate and higher degree research students, and academic and research staff.

- Substantial knowledge and highly developed skills in the use of current technologies relevant to the learning and research needs of UQ for the delivery of information services

- Excellent communication, interpersonal, organisational, customer service and teamwork skills

- High level of professionalism and commitment to the organization and the ability to work flexibly in a changing environment

- Ability to work independently and understand and respond to priorities and trends in the Library and University environments

- Proven understanding of the information needs of researchers and ability to analyse research output metrics, including citation patterns

**Desirable**

- Ability to deliver information literacy training relevant to individuals and groups at different levels.

- Subject expertise relevant to the learning and research needs

- Ability to understand the information needs of researchers and ability to analyse research output metrics, including citation patterns

- Ability to design and deliver advanced information literacy training relevant to individuals and groups at different levels

- Subject expertise relevant to the learning and research needs

The University of Queensland values diversity and inclusion.

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