POSITION DESCRIPTION

Position Title: Systems Librarian, Fryer Library Projects
Organisation Unit: Information Systems and Resource Services (ISRS)
The University of Queensland Library
Position Number: TBA
Type of Employment: Full time, 6 months fixed term
Classification: Hew 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.

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 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](http://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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The position’s primary focus is to coordinate existing, but untapped functionality, in Alma/ Primo and ArchivesSpace in order to support Fryer Library business
requirements around collection acquisitions and management. This includes the ability to automate holds/ item requests and retrievals.

**Duties**

Duties and responsibilities include, but are not limited to:

- Working closely with the Discovery and Access Coordinator, Library Technology Service; and the Manager, Fryer Library Projects to examine and implement improvements to workflow, using Alma/ Primo
- Evaluating the potential for ArchivesSpace and Alma/ Primo integration to improve functionality of these back-end systems
- Assisting with the implementation of ArchivesSpace for University Archives, if time permits
- Developing plans, setting goals, and ensuring milestones and other deadlines are met
- 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 Manager, Fryer Library Projects.
SELECTION CRITERIA

**Essential**

- A relevant degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training
- Experience in the implementation of library or archival management systems
- Ability to understand and interpret system documentation
- Develop, publish and maintain library documentation including procedures and intranet content
- Excellent project and change management skills
- Excellent communication, liaison, interpersonal, customer service and teamwork skills
- Demonstrable ability to work flexibly, prioritise own workload, work autonomously, and meet deadlines
- Demonstrated positive contributions to change in an organisation
- Ability to work flexibly, independently, and collaboratively to respond to priorities and meet deadlines
- Ability to effectively resolve complex problems
- Any other duties as reasonably directed by your supervisor.

**Desirable**

- Experience in archival description in heritage collections, manuscript workflows, and assessing preservation issues
- Experience using Ex Libris’ Alma/ Primo Library Services Platform

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.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to Elle Guerrero by email central-hr-advisory@uq.edu.au or phone 07 3443 1369.