POSITION DESCRIPTION

Position Title: Warehouse Service Support Assistant
Organisation Unit: The University of Queensland Library
Position Number:
Type of Employment: Casual
Classification: Hew Level 2

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. 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 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.

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 can be found at https://www.uq.edu.au/ugjobs

Applicants should note that this work involves manual handling tasks including moving books, journals and boxes 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.

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

To provide a range of library support services to ensure the provision of materials and services to Library clients.

Duties

This is a generic position description. Depending on the location, duties and responsibilities may include but are not limited to:

• Creating spine labels for library materials
• Affixing spine labels and security strips to library materials
• Retrieving and/or sorting and shelving library materials
• Photocopying and manual processing of library materials
• Scanning and faxing of documents
• Opening, packaging and sending mail items
• Printing library notices and document statistics
• Annotating document requests and reporting anomalies
• Discharging library materials

**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 a Senior Library Technician.

**SELECTION CRITERIA**

**Essential**

- Completion of Year 10 or an equivalent combination of relevant experience and/or education/training.
- Ability to organise own work to meet deadlines and work standards
- Good communication and interpersonal skills, and the ability to work well within a team
- Ability to acquire basic computer skills
- Ability to demonstrate a high degree of accuracy and attention to detail
• Ability to work in a busy client focused environment, with a commitment to providing a quality service.
• Flexibility and adaptability, with a willingness to learn new skills.
• Ability to work in a changing environment.
• Ability to work collaboratively in order to fulfill The University of Queensland’s mission, vision and values [http://www.uq.edu.au/about/mission-statement](http://www.uq.edu.au/about/mission-statement).
• Awareness of, and a commitment to, furthering the mission of The University of Queensland Library [http://www.library.uq.edu.au/about/](http://www.library.uq.edu.au/about/).

**Desirable**

**Please note:**

• The University of Queensland Library reserves the right to transfer staff to any of its services.
• Hours- Mon to Fri 8:30 to 12:30 or 12:30 to 4:30 to allow for a full days coverage in conjunction with HEW 3 Warehouse Assistant. 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.