### POSITION DESCRIPTION

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<th><strong>Position Title:</strong></th>
<th>Scholarly Communication Officer</th>
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| **Organisation Unit:** | Learning and Research Services  
The University of Queensland Library |
| **Position Number:** | 3026236, 3042778 |
| **Type of Employment:** | Continuing / Full Time  
Fixed Term / Full Time |
| **Classification:** | Hew Level |

### 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 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 Scholarly Publishing Team, as well as collaborate with the Client Services to enhance UQ's education and research goals and to mentor and develop staff capability. The primary purpose of this position is to:

- Support the Library’s role in promoting excellence in scholarly communication, including strategic scholarly publishing and open scholarship
- Deliver a broad range of high quality outreach, education and promotional services, both online and face-to-face, to support research higher degree students and researchers throughout the research lifecycle in all areas of scholarly communication, including open access and strategic scholarly publishing.
- 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 pro-active scholarly communication outreach services. This may include, but is not limited to:
  o Provision of advice and services, including coordination and delivery of workshops and seminars, relating to scholarly communication such as open scholarship, ORCID, strategic scholarly publishing and the UQ eSpace repository
  o Review of emergent discipline specific scholarly communication trends and resources and emergent research information services, tools and resources

• 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 and researchers, researcher higher degree students and research managers to help promote strategic scholarly communication practices

• Effectively communicate with library staff in the Faculty teams to maximise the value of library expertise and services in enhancing UQ’s teaching, learning and research with an emphasis on scholarly communication issues (including researcher-identity, open access, research quality, impact and assessment, research data management, and peer review)

• Liaise with the UQ community, other library staff, library vendors, publishers & data owners, and other libraries on collection issues

• Deliver and evaluate information literacy programs with a range of face to face and online options to advance understanding of scholarly publishing and communication

• Supporting individual researchers and research teams with scholarly communication, publishing and open access issues

HEW Level 6

• Provide complex pro-active scholarly communication outreach services. This may include, but is not limited to:
  o Provision of detailed advice and services, including the development, coordination and delivery of workshops and seminars, relating to scholarly communication such as open scholarship, ORCID, strategic scholarly publishing and the UQ eSpace repository
  o Review and evaluation of emergent discipline specific scholarly communication trends and resources and emergent research information services, tools and resources

• 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 and researchers, research higher degree students and research managers to maintain a strong understanding of their research, scholarship and teaching and to promote strategic scholarly communication practices

• Develop and maintain strong and effective communication with library staff in the Faculty teams to maximise the value of library expertise and services in enhancing UQ’s teaching, learning and research with an emphasis on scholarly communication issues (including researcher-identity, open access, research quality, impact and assessment, research data management, and peer review).

• Liaise with the UQ community, other library staff, library vendors, publishers & data owners, and other libraries on collection issues

• Design, deliver and evaluate information literacy programs with a range of face to face and online options to advance understanding of scholarly publishing and communication

• Provide complex advice to support individual researchers and research teams with scholarly communication, publishing and open access issues
• Supporting the University’s research data collection and participation in government quality assessment exercises as required
• Assisting in the coordination/supervision of the work of other library staff in designated areas
• Develop, publish and maintain library documentation including web content, including on LMS or other educational platforms
• Contribute, document and maintain accurate records, statistics and data entries in Library Client Relationship Management systems
• Participate in Library projects as required
• May 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 but not exclusive to:
• the University’s Code of Conduct
• 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 a Manager, Scholarly Publishing within the Scholarly Communication and Repository Section.

SELECTION CRITERIA

Essential

HEW Level 5
• Tertiary qualifications in a relevant discipline or equivalent combination of relevant experience and training sufficient to undertake the duties required
• An awareness of current trends in research, learning and teaching, scholarly publishing and information resources development within an academic institution

HEW Level 6
• Tertiary qualifications in a relevant discipline or equivalent combination of relevant experience and training sufficient to undertake the duties required
• Demonstrated knowledge of current trends in research, learning and teaching, scholarly publishing and information resources development within an academic institution
• Ability to provide outreach, educational and promotional services including development and delivery of scholarly communication workshops, seminars and online programs for postgraduate and higher degree research students, and academic and research staff.

• Demonstrated ability to provide advanced outreach, educational and promotional services including development and delivery of scholarly communication workshops, seminars and online programs for postgraduate and higher degree research students, and academic and research staff.

• Good presentation skills, good communication, interpersonal, organisational, customer service and teamwork skills

• 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

• 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

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• Good presentation skills, good communication, interpersonal, organisational, customer service and teamwork skills

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

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

• 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

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Desirable

• Ability to deliver training relevant to individuals and groups at different levels.

• Excellent presentation skills, with an ability to design and deliver advanced training relevant to individuals and groups at different levels

• Subject expertise relevant to the position

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• Knowledge of publishing workflows and operational models, including editorial processes, standard identifiers like DOIS and ORCIDs and funder mandates and requirements

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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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.