POSITION DESCRIPTION

Position Title: Resource Management Coordinator
Organisation Unit: Information Systems and Resource Services
Library
Position Number: 3022564
Type of Employment: Full Time / Continuing
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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://uniequest.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 University of Queensland Library has one of the largest collections amongst Australian academic libraries and is by far the largest in Queensland. The collection includes access to 2.4 million book titles (electronic and print) and 148,000 journal titles (electronic and print). Our institutional repository, UQ eSpace, houses over 330,000 items authored or co-authored by UQ affiliated researchers, including more than 196,000 journal articles, 61,000 conference papers, and 19,000 theses.

Information about the Library may be accessed on the Library’s web site at 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

DUTY STATEMENT

Primary Purpose of Position

- Take a leadership and management role within the Information Resources team.
- Be responsible for coordinating the acquisition and management of resources, following University of Queensland financial, procurement, audit and policy requirements.

Duties

Duties and responsibilities include, but are not limited to:

- Coordinate the acquisition, processing and management of resources and ensure the financial, procurement, audit and policy requirements of the University are met.
- Contribute to the strategic planning and policy development of the Library and the analysis, planning and management of the Information Resources services, and collaboratively develop and implement action plans for resource management.
• Lead and manage a team and empower, motivate, develop and coach team members to deliver a high quality, user-centred service and achieve organisational goals

• Ensure effective communication, liaison and negotiation on the acquisition and management of resources with library staff, other UQ staff, library clients, library vendors, publishers, data owners and library staff from other institutions.

• Maintain an in-depth knowledge of the Library Services Platform in order to support the strategic and operational plans of the Library.

• Develop and ensure the accuracy of procedural documentation relating to Resource Management activities.

• Monitor trends in academic publishing and supply environment, library information access environment, library-wide environment and the University-wide environment to maintain a professional awareness and contribute to ensure Information Resources is able to respond to changing needs within these environments.

• Coordinate and participate in library-wide projects and activities as required.

• Represent the library at relevant local, national and international levels, as required.

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 Associate Director, Information Resources

SELECTION CRITERIA

• Postgraduate qualifications, recognised professional library qualifications; or an equivalent combination of extensive relevant experience and/or education/training

• Substantial knowledge and expertise in collection acquisition, processing and management in an academic or research library environment and working knowledge of the academic publishing and supply environment.

• Excellent people management skills, with a demonstrated ability to lead, manage and empower a team to deliver service excellence and inspire a working culture of psychological safety, recognition and ongoing development.
• Demonstrated ability to lead people through change in a supportive and empathic way, and a mindset of inclusivity and support for colleagues

• Excellent communication, interpersonal and negotiation skills to build relationships with a diverse group of stakeholders, colleagues, and staff

• Excellent problem-solving and analytical skills to develop solutions to workplace issues.

• Ability to understand and respond to priorities and trends in the Library and University environments, and work flexibly in a changing environment.

• Demonstrated emotional intelligence to contribute and manage effectively in a variety of situations.

• Strong awareness of, and commitment, to inclusivity and equity principles, organisational ethics, risk management and occupational health and safety policies and practices

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 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 Human Resources Advisor (central-hr-advisory@uq.edu.au).