POSITION DESCRIPTION

Position Title: Associate Director, Digital Scholars Hub
Organisation Unit: Learning and Research Services
The University of Queensland Library
Position Number: NEW
Type of Employment: Full Time / Continuing
Classification: Hew Level 9

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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 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 Faculty and the School may be accessed on the Faculty’s web site at http://www.uq.edu.au/faculty-school.

**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-ug

**DUTY STATEMENT**

**Primary Purpose of Position**

This is a leadership and management position with overall responsibility for the management of the Digital Scholars Hub managed by the University of Queensland Library. The Digital Scholars Hub will develop streams of work (both online and face-to-face) to support:

- the digital researcher; (including HDR students);
- the digital student;
- the digital teacher; and
- the digital staff member.

The Digital Scholars Hub will ensure that the capabilities/skills/needs for a digital literate consumer are supported – these include for example digital ethics and digital methods.

The Digital Scholars Hub will collaborate and work in partnership with other key stakeholders across the Library and University ensuring that the information and digital literacy activities of the Digital Scholars Hub complements and amplifies related activities, both in and outside curricula, occurring elsewhere in the University.
A strategic and communication plan for the Digital Scholars Hub will ensure that it remain relevant and engages with all current and potential stakeholders and supports special initiatives.

Duties

Duties and responsibilities include, but are not limited to:

Information and Digital Literacies

- Lead and manage the Digital Scholars Hub team to ensure operational efficiency ensuring that services align with UQ Library and UQ Strategic Plans.
- Plan and coordinate the development, implementation and ongoing support of information and digital skills for all client groups.
- Collaborate and work in partnership with other UQ units and stakeholders to ensure the Digital Scholars Hub is integrated into relevant courses or offered outside of the curriculum.
- Oversee the development of communication, marketing and advocacy strategies in the support of information and digital literacies.
- Initiate and maintain high-level relationships with individual researchers and professional staff to ensure they are aware of the range of services in information and digital literacies and library services.
- Monitor and evaluate performance through the application of quality assurance procedures and report on performance to ensure efficient and effective services are maintained and implement any changes as required.
- Manage the preparation; implementation and monitoring of the budget for the Digital Scholars Hub in association with the Director, Learning and Research Services.
- Ensure effective communication within the team and by team members.
- Participate in Library wide projects and the University’s overall strategic and operational planning and policy development.
- Represent the Library and University as required.
- Positively and effectively promote the mission of The University of Queensland Library [http://www.library.uq.edu.au/about/](http://www.library.uq.edu.au/about/)
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 Director, Learning and Research Services.

SELECTION CRITERIA

Qualifications

- A postgraduate degree and recognised professional library or educational qualification, and/or extensive experience in academic or research libraries or an equivalent combination of relevant experience and/or education and training

Knowledge and skills

- Extensive knowledge of and expertise in information and digital literacy services in a research or higher education environment.
- Demonstrated ability to think strategically and apply strategy to operational areas of responsibility.
- Demonstrated networking skills and the ability to build strong collaborative relationships High level communication, negotiation and interpersonal skills.

Experience

- Demonstrated ability to work within a senior management team and to liaise at a high level with client areas.
- Proven leadership and management skills and the capacity to build and direct a multi–tasked group team operating in a complex environment.
- Experience in leading and managing projects across an organization.
- Demonstrated ability to implement organisational change programmes and develop and lead staff in a changing environment.
Personal Qualities

- Proven ability to effectively manage a large and diverse workload and meet deadlines.
- Proven ability to exercise diplomacy, resilience, and personal integrity.

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).