# Position Description

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Research Librarian</th>
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<tbody>
<tr>
<td><strong>HEW Level:</strong></td>
<td>HEW 6</td>
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<tr>
<td><strong>Faculty/Office:</strong></td>
<td>University Library</td>
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<tr>
<td><strong>Position Number:</strong></td>
<td>28183</td>
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<tr>
<td><strong>Department/Team:</strong></td>
<td>Information Access and Advisory Services</td>
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<tr>
<td><strong>Date:</strong></td>
<td>March 2015</td>
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**Position Purpose:** To provide specific disciplines with in-depth advice and support in relation to their teaching and research information needs.

## ORGANISATIONAL CONTEXT

The University Library provides high quality, client centered services, information resources and learning spaces that support world-class research and research enhanced teaching. The Library contributes to the development of graduate capabilities, research capacity, teaching excellence and community engagement in partnership with academics and other University service providers.

The Information Access and Advisory Services (IAAS) Department is responsible for the provision of information and research services, information skills development as well as access to the collection for the Library clients.

## ORGANISATION CHART

```
Associate University Librarian, IAAS

Library Services Manager

Library Services Coordinator
  - Services Librarian
  - Library Services Officer
  - Library Services Assistant
  - Library Shelves

Discipline Group Leader
  - Research Librarian
  - Services Librarian
```
### KEY ACCOUNTABILITIES

- Consult with key clients to understand the teaching and research information needs of specific discipline groups.
- Provide in-depth advice and support to academic and research staff and students in relation to access and effective use of information resources within the designated discipline.
- Contribute to the development and evaluation of collections in collaboration with academic and research staff and Library teams for the designated discipline.
- Respond to, refer or escalate queries from clients within the designated discipline group about the Library's services, facilities and equipment.
- Report on key trends or issues and opportunities for improving the Library’s services within the designated discipline.
- Contribute to the development and implementation of programs, products and services to meet identified information and training needs.
- Build and manage relationships with academic staff, researchers and students in designated Faculties to ensure Library responsiveness to client needs.
- Contribute to the planning and development of services for the designated client group.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and as appropriate for the incumbent’s level of competence.

| Reports to: | Discipline Group Leader |
| Positions Reporting to: | Nil. |

### KEY DIRECT CLIENTS:
- MQ Academic staff
- MQ students
- MQ staff in general

### OTHER KEY RELATIONSHIPS:
- Other Library teams
- Faculty staff
- Learning and Teaching staff

### BUDGET ACCOUNTABILITY:
- Nil.

### ROLE-SPECIFIC CONDITIONS:
- Shift work will be required.

### SCOPE AND AUTONOMY:
Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed

### PROBLEM SOLVING:
Regularly identifies designs, develops and implements improvements to work procedures, practices, systems and/or techniques.
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<tr>
<td><strong>Change Focus:</strong> Adapting to new situations and dealing with change.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Communication:</strong> Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Energy:</strong> Approaching tasks with energy and pace.</td>
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<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
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<tr>
<td><strong>Analysis and Judgement:</strong> Evaluating information and data to solve problems and make decisions.</td>
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REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

Degree or equivalent experience in library or information science or related discipline.

Extensive knowledge of research tools and resources.

Knowledge of information literacy principles.

Computer skills including proficient use of office software and online information resources.

ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

Knowledge of Library's functions and structure

Knowledge of the Library's policies, systems, processes and procedures

Knowledge of what other areas of the University do and how they interact with the Library

KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Working in the higher education sector.
- Working in a research library or similar environment.
- Developing and implementing training programs.
- Working in a complex customer service environment.
- Initiating and implementing a client related service improvement.
- Dealing with complex research enquiries.