## Position Description

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>Scholarly Information Services</th>
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<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>University Library</td>
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<tr>
<td>Department/Unit:</td>
<td>Chiefly Branch Library</td>
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<td>Position Title:</td>
<td>Information Resources Officer</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Grade 6/7 (Administration)</td>
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<td>Responsible to:</td>
<td>Library Projects Coordinator</td>
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<tr>
<td>Delegation(s) Assigned:</td>
<td>Nil</td>
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### PURPOSE STATEMENT:
The Information Resources Officer contributes to the acquisitions, management and facilitation of access to flood replacement materials in various formats and through a range of different access platforms, with particular focus on electronic and subscription-based resources.

### KEY ACCOUNTABILITY AREAS:
The Information Resources Officer is part of the Library project team responsible for collection building activities and other associated duties within the Chifley Branch. This position supports the acquisitions, cataloguing and processing of flood replacement resources in all languages and formats.

### Position Dimension & Relationships:
Within the University Library, this position is responsible for providing bibliographic, holdings and acquisitions records for flood replacement resources, maintaining electronic access links, and contributing to the quality of data in the Library system. The Information Resources Officer is located in the Chifley Branch of the University Library and works under the general direction of the Library Projects Coordinator. This position also works closely with other staff within the University Library, liaises with staff in administrative departments within the University and the suppliers.

### Role Statement:
Under the general direction of the Library Projects Coordinator, the Information Resources Officer will:

1. Manage the acquisition and cataloguing of flood replacement serials and subscription-based resources in all formats including:
   - Managing workloads in response to Library priorities
   - Developing and implementing guidelines for the acquisition, cataloguing and access management of subscription-based resources and participating in these processes
   - Resolving complex problems arising from the acquisition of resources in all formats
   - Advising on and participating in the batch-loading of bibliographic records and monitoring the quality of loaded data
   - Running system reports and statistics.
2. Contribute to the development and implementation of protocols in relation to flood rebuilding.
3. Provide support on vendor license agreements and contracts administration in consultation with the Electronic Resources & Subscriptions team.
4. Participate in the provision of user services.
5. Undertake other duties as required consistent with the classification of the position and in line with the principle of multi-skilling, including participation in meetings, training, personal development activities,

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planning and implementation of special projects and general administrative tasks relevant to the work area.

6. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Degree with relevant experience; or extensive experience and specialist expertise; or an equivalent combination of extensive relevant experience and education/training.
2. High-level oral and written communication and interpersonal skills as well as experience in or aptitude for supervising a team and being a member of the team.
3. Demonstrated high level of experience in serials acquisitions/renewals and electronic resources management of various formats.
4. Demonstrated experience in using an integrated library management system, and the ability to use a range of computer applications and communication technologies.
5. Demonstrated ability to work effectively either independently or as part of a team and to undertake detailed work with a high level of accuracy.
6. Demonstrated commitment to working in a client-focused environment, and to set objectives to meet conflicting demands and deadlines in a changeable work environment.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:  Date:

References:

Professional Staff Classification Descriptors