



Position Description

College/Division:	Scholarly Information Services
Faculty/School/Centre:	ANU Library
Department/Unit:	Library Communications
Position Title:	Web Services and Discovery Officer
Classification:	ANU Officer 6/7
Position No:	
Responsible to:	Library Communications Team Leader
Number of positions that report to this role:	0
Delegation(s) Assigned:	None

PURPOSE STATEMENT:

The Web services and Discovery Officer is an integral member of the web services and scholarly information systems for Scholarly Information Services (SIS) including the ANU Press, Library, Digital Scholarship and Archives. This role will work with a variety of SIS and ITS staff on various projects and initiatives providing advice and assistance to a variety of stakeholders, both internal and external to the division.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Web Services and Discovery Officer works within the SIS Communications team, reporting to the Library Communications Team Leader. The role will work closely with, Web Services and Discovery Coordinator, senior library managers, the Associate Directors and the, ANU Press. Liaison with stakeholders and service partners including ITS and the Digital Scholarship Team staff. The Web Services and Discovery Officer will be responsible for digital communications activities including services that support client access to collections, library & archive services and tier one support for ANU Press. The position supports the facilitation and promotion of services for academic electronic publishing and web based access to scholarly information, using a broad range of systems.

Role Statement:

Under the broad direction of the Library Communications Team Leader will:

1. Assist with the management and development of the web services for Scholarly Information Services :
 - 1.1 Update policies and procedures for technology and system issues for discovery and scholarly information services systems, particularly Library, ANU Press and Archives systems, as required.
 - 1.2 Provide strategic advice on the use of systems including reviews of workflows and optimal use of systems, as required.
 - 1.3 Coordinate the provision of tier one technical assistance, strategic advice, analysis and reporting on website design and usage
2. Coordinate the operations of the ANU Library Communications office, monitoring workflows and deadlines, responding to systems communications requests and queries and providing regular updates on work progress.
3. Plan schedule and implementing training needs for SIS staff on all aspects of systems.

4. Assist Contribute to new initiatives and provide input to develop and improve Scholarly Information Services technology policies and plans, with a commitment to cross-divisional activities and related projects.
5. Comply with all ANU policies and procedures with particular reference to those relating to health and safety and equal opportunity.
6. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Degree with relevant experience or extensive experience with technology or an equivalent combination of extensive relevant experience and education/training.
2. Sound knowledge and demonstrated experience in the development of and support of technology systems including web systems , their management and development, with a good understanding of stakeholder needs in a client focused service environments
3. Demonstrated ability to undertake and manage work assignments, applying policy and precedents, exercising initiative and sound judgement together with good liaison skills in particular with technology partners.
4. Developed interpersonal and communication skills (both written and oral) including a demonstrated ability to communicate with confidence on a range of topics, the ability to prepare and deliver complex documentation while maintaining accuracy and demonstrating attention to detail.
5. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make influential recommendations on solutions.
6. Proven organisational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
7. Highly developed computer skills, including proficiency using the MS Office suite and experience with online data management platforms and website maintenance.
8. 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 Signature:		Date:	
Printed Name:		Uni ID:	

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	Scholarly Information Services	Dept/School/Section	ANU Library
Position Title	Web Services and Discovery Officer	Classification	ANU Officer 6/7
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Patrick Byrnes	Date:	
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