



## Position Description

<b>College/Division:</b>	Scholarly Information Services
<b>Faculty/School/Centre:</b>	
<b>Department/Unit:</b>	Libraries
<b>Position Title:</b>	Associate Director, Libraries
<b>Classification:</b>	Senior Manager 3
<b>Position No:</b>	315
<b>Responsible to:</b>	Director, Scholarly Information Services and University Librarian
<b>Number of positions that report to this role:</b>	5
<b>Delegation(s) Assigned:</b>	D4

### PURPOSE STATEMENT:

The Associate Director Libraries oversees the delivery of service delivery by the ANU Libraries including planning and delivery of information services. The position makes a significant contribution to Scholarly Information Services planning and service delivery. The position advises the University Librarian on strategic policies and directions for the Library in information provision, technical services, public relations, skills standards and requirements as well as scholarly communication activities. The position oversees the strategic management of libraries, as well as contributing to workforce planning, human resources management and developing staff skills to meet the changing needs of users and assisting in building relationships through the Library Advisory Committee. The occupant is responsible for ensuring the delivery of services in the physical library locations (these are Chifley, Art & Music, Hancock, Law and Menzies) and the online or "virtual" library as well as the print repository.

### KEY ACCOUNTABILITY AREAS:

The position is accountable for the library services overall including client services, development of information capabilities, academic skills services and collection including acquisition, collection development policy and systems.

### Position Dimension & Relationships:

On a day to day operational basis this position works under the broad direction of the University Librarian, with oversight of the Precinct {Library location} Managers. Well-developed relationships are required campus-wide with professional peers in the Division of Information Technology, Human Resources Division, Finance and Business Services Division, Facilities and Services Division and Centre for Learning and Teaching. Well-developed relationships with the broader Australian and New Zealand University library community are expected to ensure awareness of trends and provide insights for planning and service change.

### Role Statement:

1. Provide leadership, direction and development for the libraries and staff that comprise delivery information services.
2. Lead in and ensure implementation of the Library's operational plan, supporting the University's vision and goals. Specifically identify, develop and implement goals, policies, and programs in the areas of:
  - a. Collection management
  - b. Technical services
  - c. Information and reference services
  - d. Digital services and resources
  - e. Lending services
  - f. Information literacy

academic skills

3. Participate, as a member of the Library's Executive Management Group, in strategic planning, policy development, operational planning, project management, and quality improvement.
4. Ensure efficient and effective management of the libraries and staff in information services to ensure the provision of excellent services to users of the Library
5. Represent the University Librarian in appropriate academic, administrative and professional activities within and outside the University in the interest of the Library.
6. Work Health and Safety:
  - a) take a significant leadership role in work health and safety in the Division
  - b) Identify hazards, assess risks and implement controls to eliminate or minimise OHS risks
  - c) Liaise with University WH&S Consultants to advise identified hazards, risks and incidents and comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
  - d) Ensure compliance with University occupational health and safety instructions, policies and procedures.
  - e) Consult with relevant Health and Safety representatives on all changes that may have OHS implications
7. Equal Employment Opportunity:
  - a) Promote appropriate standards of conduct at all times;
  - b) Make staff aware of and implement measures to ensure that all aspects of the University Anti-Discrimination, Eliminating Bullying and Violence and Sexual Harassment policies and procedures are understood and adhered to;
  - c) Assist in resolution process of informal grievances, ensuring that complaints are treated confidentially and in a sensitive fair, and timely manner; and
  - d) Attend EEO training and ensure that all staff in their area attends the EEO training
8. Human Resource Management:
  - a) Participate in the University staff performance and development process
  - b) Ensure compliance of staff within your supervision participate in the University staff performance and development process and have a current statement of expectations
  - c) Address, manage and resolve conflict in a timely, confidential and constructive manner to achieve the best possible outcome for all
9. Other duties as required consistent with the classification level.

**SELECTION CRITERIA:**

1. Relevant qualifications and extensive demonstrated senior management experience or an equivalent combination of experience and education/training.
2. Demonstrated high level skills in strategic and operational library service planning, policy development, human resource management, budgeting and financial management, and project management
3. Knowledge of issues and trends in scholarly communication.
4. Demonstrated ability to work effectively as a member of a senior management team.
5. Excellent interpersonal and communication skills.
6. A demonstrated high level of achievement in relation to incorporation of EO principles into strategic planning and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.

*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.*

<b>Supervisor/Delegate Name:</b>		<b>Date:</b>	
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**References:**

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	Scholarly Services	Information	<b>Dept/School/Section</b>	Libraries
<b>Position Title</b>	<b>Associate Librarians</b>	<b>Director,</b>	<b>Classification</b>	Senior Management 3
<b>Position No.</b>	315		<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- 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 and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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](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 checked="" type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	beta particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>
infra red	<input type="checkbox"/>	<input checked="" type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>
allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input checked="" type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					
<b>Supervisor/Delegate Name:</b>			<b>Date:</b>		