Position Number: Outreach Librarian
Position Title: Outreach Librarian
Date Written: February 2019

Faculty / Division: DVC Academic, UNSW Library
School / Unit: Teaching Services & Academic Engagement
Position Level: Level 6

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level.
OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Library is one of Australia's major research libraries, with extensive scholarly information resources, services and facilities. It serves a large population of academic and research staff and students on two campuses and affiliated research institutes. The Library serves 3 million in-person visitors and 20 million online interactions a year and features world class collections, services and facilities. There are three library sites including Main Library and Herbert Smith Freehills Law Library (Kensington) and the Paddington Campus Library as well as a close working relationship with the Academy Library - UNSW Canberra – Australian Defence Force Academy (ADFA). The Library is a department within the Division of the Deputy Vice-Chancellor Academic (DVCA).

The Outreach Librarian is a member of a professional team within the Teaching Services and Academic Engagement Team who manages the relationship between the Library and faculty and research staff of the University. The Outreach Librarian serves as the Library’s primary point of contact for a defined group of school, faculty or centre-based staff. They provide the Library with high level information and evidence to inform the development and delivery of services to the University’s community.

The role of Outreach Librarian reports to the Team Leader, Academic Engagement, and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Act as the Library’s representative for a faculty, school(s), and/or research centre(s), or other organisational unit(s) of the University
- Use business intelligence to identify needs of clients.
- Provide advice and assistance with current trends, best practice and available options in scholarly communication.
- Proactively identify strategic opportunities and projects to strengthen relationships with stakeholders.
- Provide advice and assistance with research data management and curation.
- Undertake strategic projects as part of continuous improvement of services.
- Advise and support teaching academics on the selection, ethical use and online delivery of information resources for learning; and advise on threshold concepts relating to student engagement with information.
- Prepare relevant business reports and presentations to faculty and research staff.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- High level communication, interpersonal and negotiation skills with demonstrated ability to influence and sustain relationships with a variety of stakeholders.
- Ability to identify needs and initiate library services relevant to a large research-intensive institution or similar organization.
- Sound understanding of issues, trends and best practice in scholarly communication.
- High level analytical and problem-solving skills.
- Experience in applying innovative and creative solutions.
- Demonstrated understanding of technologies and their application in higher education.
• Sound understanding of systems, services and resources to support online and blended learning.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.