POSITION DESCRIPTION

Senior Librarian (Research & Information Services)

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<th>Position Level</th>
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<tr>
<td>Faculty/Division</td>
<td>UNSW Canberra (ADFA)</td>
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<tr>
<td>Position Number</td>
<td>ADMIN ONLY</td>
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<td>Original document creation</td>
<td>August, 2022</td>
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Position Summary

The Senior Librarian (Research & Information Services) is responsible for ensuring the delivery of professional, high-quality library research services and information services to on-campus and online clients of the Academy Library. This role oversees the work of the liaison librarian team and manages the library's communications and academic engagement in areas such as research services management and support, information and reference services, liaison support, client education and academic outreach.

This position develops and maintains effective and responsive working relationships with academic and professional staff in UNSW Canberra schools, centres, institutes, and service units, as well as with UNSW Sydney Library staff and with key Australian Defence Force Academy (ADFA) personnel members.

The role of Senior Librarian (Research & Information Services) reports to the Library Manager, UNSW Canberra, and may have multiple direct reports.

Accountabilities

Specific responsibilities for this role include:

1. Supporting the Library Manager to provide leadership and strategic direction to the development and management of the Library’s services and programs to support the information services, teaching, learning and research requirements of the Canberra campus.

2. Managing the Academy Library’s client outreach communications and stakeholder engagement reporting ensuring the sharing of targeted high-quality information of library statistics, initiatives, and activities to meet UNSW and Defence reporting requirements.

3. Managing the provision of consistently high-quality information services delivery through the various query channels available to the Academy Library’s internal and external client groups.
4. Leading, and contributing to, the development and delivery of Canberra’s research and liaison services to support academic staff, researchers, and higher degree research students to meet university research management requirements.

5. Participating in relevant UNSW Library and university committees, working groups, projects and activities that impact on the Academy Library, and representing the library and/or the Library Manager, UNSW Canberra as required.


7. Cooperating 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.

Skills and Experience

Essential Criteria:

1. A degree or postgraduate qualification in an information management related discipline with demonstrated leadership experience in the successful development, delivery and management of client-focused research library services and programs.

2. Extensive knowledge of research tools and resources, and a high level of practical experience in supporting research and publication activities including (but not limited to) scholarly publishing and communications, open access developments, research data management, research analytics and impact.

3. Demonstrated experience in leading the development and delivery of professional information, engagement, and outreach services to a range of client groups.

4. Demonstrated experience in leading, motivating, managing, and developing staff and teams.

5. Strong organisational skills and demonstrated ability to establish priorities, manage workloads, and meet competing demands and deadlines, whilst maintaining attention to accuracy and detail.

6. Excellent communication, negotiation, and interpersonal skills, including an ability to collaborate and liaise effectively with a wide range of people in a diverse environment, including writing reports with recommendations, effectively communicating in committees, project and working groups.

7. Demonstrated ability to exercise initiative, independent judgement, and high-level problem-solving skills including the ability to identify issues, analyse, and recommend solutions to problems and issues as they arise.

8. Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications
- Criminal History Check
- Identification Check
- Australian Work Rights Check

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.