POSITIVE ON DESCRIPTION

Academic Engagement Librarian

Position Level 6
Faculty/Division DVC-Academic
Position Number ADMIN ONLY
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Position Summary

The Academic Engagement Librarian is a professionally qualified member of the Teaching Services, Academic Engagement & Collections department. The role builds and manages relationships that provide information and evidence to inform the development and delivery of innovative and responsive Library services and participates in the planning, delivery and evaluation of those services.

The Academic Engagement Librarian brings in-depth disciplinary knowledge, a sound understanding of scholarly communication and publishing, and works closely with staff from other Library units and the University to deliver a broad range of high-quality services to all sectors of the UNSW community. These high-quality services include Expert on Demand scholarly support, Outreach Consultations for research and teaching, Research Consultations, Researcher Workshops, Library Masterclasses, collaborative library sessions, and discipline specific services as part of the Library Model for Curriculum Support.

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

Accountabilities

Specific accountabilities for this role include:

- Prepare relevant reports and presentations for faculty and research staff.
- Work alongside the Team Leader, Teaching Services and Academic Engagement on strategic projects as part of continuous improvement of services.
- Keep up to date with trends and best practice in librarianship and use business intelligence to identify and respond to needs of clients.
• As a discipline expert, act as the Library’s representative for a faculty, school and/or research centre and deliver comprehensive services to academic teaching and research staff and postgraduate students.

• Exploit the use of technology when reviewing and delivering services.

• In collaboration with colleagues across the Library, undertake collection development activities in discipline area.

• Provide disciplinary based guidance to academics and students in searching for and finding scholarly information resources available through UNSW Library collection, interlibrary loan or open access.

• Provide guidance and education in scholarly communication and publishing to academic teaching and research staff and research candidates.

• Advise and support teaching academics on the selection, ethical use and online delivery of information resources for learning in line with the Library service model for curriculum support. This includes Leganto guidance, facilitated workshops and discipline specific digital teaching and learning object (DTLO) development.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

Skills and Experience

• A relevant degree from a higher education institution, with subsequent relevant experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience. Eligibility for associate membership of the Australian Library and Information Association would be highly regarded.

• Knowledge and understanding in collection development with one or more strong discipline areas of expertise.

• Demonstrated experience in the use of technologies and their application in higher education or similar organization.

• Excellent interpersonal, negotiation and client liaison skills with demonstrated ability to influence and sustain relationships.

• Solid experience in analysing data and communicating to a variety of stakeholders including through written and verbal reports.

• Demonstrated ability to work collaboratively and productively within a team, and to take initiative and work independently while managing competing demands.

• Sound understanding of issues, trends and leading practice in scholarly communication and publishing relevant to academic libraries or similar organisations.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

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

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.