POSITION DESCRIPTION

Team Leader, Collection Evaluation and Development

Position Level | 7
Faculty/Division | DVC-Academic Quality
Position Number | ADMIN ONLY
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Position Summary

The Team Leader, Collection Evaluation and Development is a key role in the Collection Development and Policy Unit and works closely with the Associate Director, Collection Development Strategies & Policy, and team members to ensure the Library continues to deliver globally leading best practices collection development services. The role is responsible for overseeing the Collection Development Librarian team to ensure operational effectiveness and efficiency in the analysis, evaluation, and management of scholarly information resources on behalf of UNSW.

The role provides well-informed guidance and leads initiatives that build internal and external clients’ knowledge and engagement with the collections.

The Team Leader, Collection Evaluation and Development reports to the Associate Director, Collection Development, Strategies & Policy and has two direct reports.

Accountabilities

Specific accountabilities for this role include:

- Supervise a team of Collection Development Librarians and set priorities to support the key deliverables across the calendar year for the Collection Development & Policy Unit (CDPU) and report on the team’s performance against agreed targets.
- Manage the comprehensive review process of key Library collection renewals and acquisitions against agreed KPIs and provide relevant analysis and commentary.
• Manage the ongoing evaluation of eBook purchase models developed using evidence-based and demand-driven profiles, and UNSW specific parameters.

• Manage the ongoing evaluation of procurement procedures for single serials in alignment with UNSW procurement requirements and in consultation with the Associate Director.

• Oversee the evaluation and review process of potential new resources and resource format shifts to support new programs and courses at UNSW and manage resource recommendations to support academic and student requests for educational and research-related resources.

• Work with the Associate Director and Team Leader, Scholarly Information Resources to manage emerging tools and technologies that support non-traditional uses of the Library’s collections and the uptake of immersive technologies.

• Prepare, analyse, and report on usage statistics of information resources to meet internal university and Council of Australian University Librarian (CAUL) consortia requirements.

• Develop staff knowledge and engagement with the collection including the CDPU induction program.

• Manage the Scholarly Resources program of events for students and academics.

• Contribute to library policy and planning as a member of the Library’s management team.

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

• 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.

Skills and Experience

• Relevant tertiary qualification with substantial relevant experience or any other equivalent combination of knowledge, training and/or experience.

• Demonstrated ability to lead and motivate a team in a dynamic, matrix working environment and to encourage collaborative working relationships to achieve goals.

• High-level experience in collecting, interpreting, and reporting complex information and data, especially as applied to collection development statistical requirements.

• Demonstrated current knowledge and understanding of the acquisition and management of the multiple information formats used at academic institutions.

• Understanding of intellectual property rights, copyright, Indigenous Cultural and Intellectual Property (ICIP) and creative commons as it pertains to scholarly publishing.

• Knowledge of information and communications technologies as they intersect with collection development.

• Excellent communication, presentation, and interpersonal skills. Experience in building positive stakeholder relationships and influencing decision-making as needed.

• 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.