## 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 Form Academy (ADFA). The Library is a department within the Division of the Deputy Vice- Chancellor Academic (DVCA).

## Accountabilities

Specific accountabilities for this role include:

* Deliver quality, reliable and consistent user and information services that meet the research, learning and teaching needs of the University.
* Participate in activities that create a greater understanding and increased use of library services and resources within the University.
* Review and implement Library-wide policies to underpin the Library’s support for research, learning and teaching, including research training.
* Supervise a team of professional staff and set priorities within the available budget.
* Analyse, evaluate and report on the Team’s performance against agreed targets.
* Participate in continuous process improvement, including the measurement and evaluation of services.
* Align with and actively demonstrate the [Code of Conduct and Values](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues)
* 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 psychosocial or physical health and safety of yourself or others.

Skills and Experience

* A degree from a higher education institution with substantial relevant experience or any other equivalent combination of knowledge, training and/or experience. Eligibility for Associate membership of the Australian Library and Information Association would be well regarded
* Demonstrated experience in planning, analysing and evaluating delivery of high-quality library information services.
* Demonstrated organisational experience to manage and lead a professional team in a dynamic and complex working environment
* Sound understanding of information management issues and challenges facing academic and research libraries.
* Excellent communication, interpersonal and presentation skills.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

* Verification of qualifications

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.