



POSITION DESCRIPTION

Library Officer

March 2023

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	Academic
School / Section	Library
Location	Hobart
Classification	<u>HEO Level 4</u>
Reports to	Librarian, Resources & Services
Delegation level	<u>Profile D</u>

The Opportunity

The Library enables the discovery of, and access to print, electronic and cultural collections, in spaces and galleries that are innovative, engaging and inspiring to support the Colleges, students, staff and community's learning, teaching and research. We provide expertise on copyright and information, digital and research skills development online and via a physical presence in nine locations across four campuses.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Library Officer works across multiple teams to provide the University community with timely access to high quality information resources and services essential for learning, teaching and research. The Library Officer is also responsible for the day-to-day oversight of the Library's physical environment and study spaces, including maintenance of the physical presentation of the Library and its collections.

Key Result Areas

- Assist with facilitating access to learning resources and collections through the provision of reading lists, transcription, document delivery, and copyright services.
- Acquire and make discoverable resources for learning and teaching by applying processes and standards to create and maintain bibliographic and metadata records across a range of systems.
- Provide exceptional customer service to clients across multiple sites face to face and virtually applying knowledge of relevant Library and University policies and procedures.
- Develop relationships and work collaboratively with internal and external stakeholders particularly academics, corporate services, finance and Accessibility Services.
- Assist in the coordination of work and training of casual staff, including providing basic supervision on routine tasks or specific projects.
- Actively contribute and participate to a positive team environment by participating in meetings, projects, and professional development activities to achieve the University's strategic initiatives.

Behavioural Expectations

We aim to everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Flexible: Has an optimistic approach and readily recovers from setbacks. Embraces change and invites feedback to adapt and improve in the face of new challenges.
- Structured: Works methodically to organise and plan tasks, upholds standards and works quickly, able to multitask to produce outcomes.
- Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.

Core Capabilities

- Continuous Improvement: Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community.
- Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment.
- Holistic Decision Making: Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives.

Role Specific Skills, Knowledge and Experience

- Knowledge of resource management processes for acquiring, describing and making discoverable scholarly information resources.

Qualifications and Licences

- Minimum Year 12 or equivalent, or completion of a Library/Information Diploma with relevant experience or an equivalent level of knowledge gained through any combination of education, training and/or experience.
- Current Australian Driver Licence

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

COVID-19

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position