Team Leader, Acquisitions
Division of Library Services

Classification	Level 6
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	June 2018

Our University Values

Insightful
Understanding people and the world

Inclusive
Stronger together

Impactful
Outcome driven

Inspiring
Leading for the future

Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results
- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact
- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others
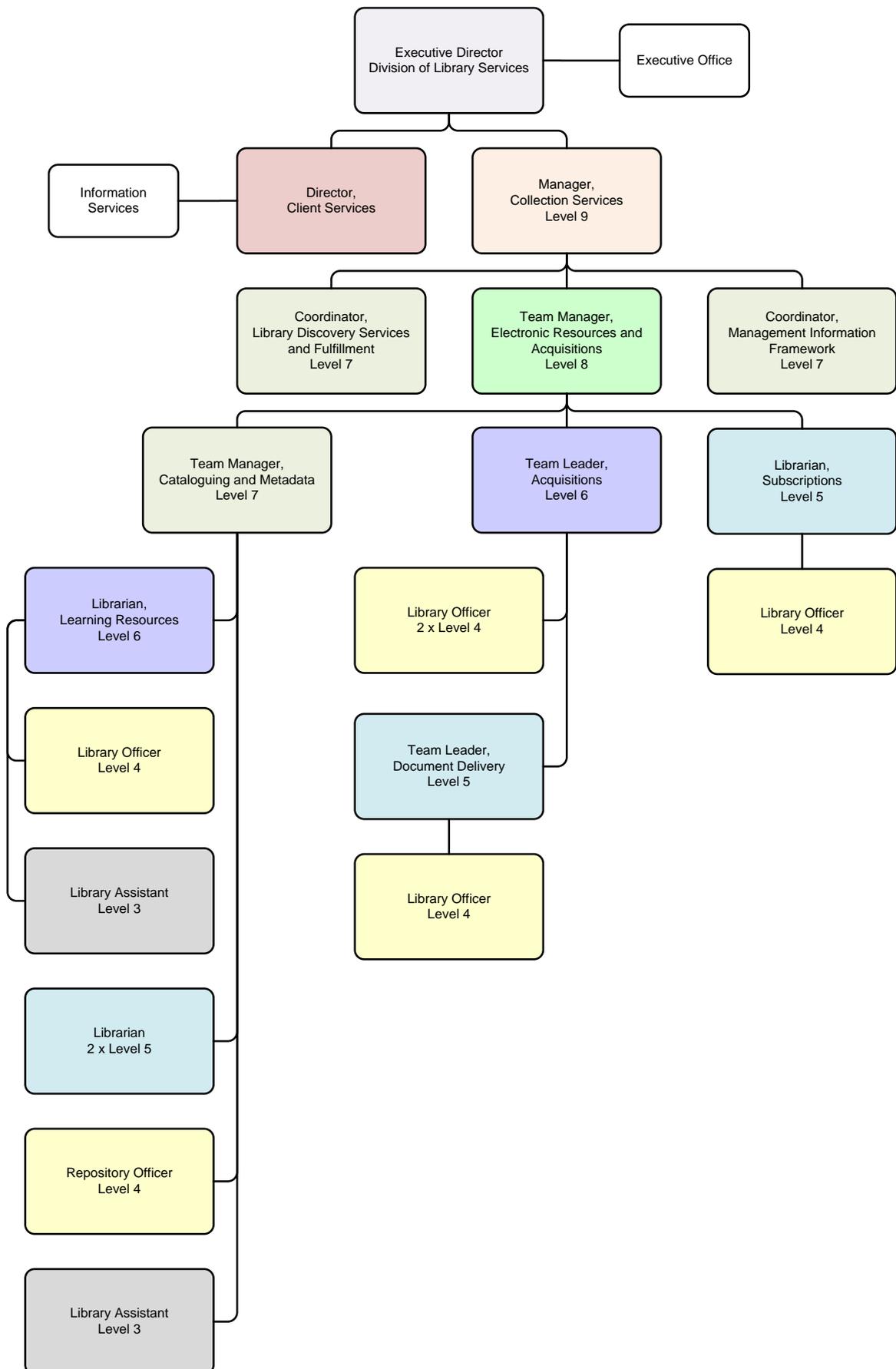- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Division of Library Services

The Division of Library Services provides Teaching, Learning and Research support to the University in line with the University's strategic objectives. It has consistent Division-wide policies and practices to sustain excellence in the provision of innovative library services anywhere, anytime. Services are delivered online, with face-to-face services delivered as required on each campus.

Collection Services is responsible for acquisition, cataloguing, and management of resources in all formats across all campuses of the University, as well as coordinating the library information systems and the various integrations. The section manages physical and electronic collections, resolving problems of access and providing advice on metadata for all aspects of the University's digital object management. They identify trends in information resource provision and usage, and contribute to the development of high quality, client focussed services to on-campus and remote students and staff, onshore and offshore. They support equivalency of the learning experience for all students regardless of mode of enrolment.

Organisational Chart

Executive Director
Division of Library Services

Executive Office

Information Services

Director,
Client Services

Manager,
Collection Services
Level 9

Coordinator,
Library Discovery Services
and Fulfillment
Level 7

Team Manager,
Electronic Resources and
Acquisitions
Level 8

Coordinator,
Management Information
Framework
Level 7

Team Manager,
Cataloguing and Metadata
Level 7

Team Leader,
Acquisitions
Level 6

Librarian,
Subscriptions
Level 5

Librarian,
Learning Resources
Level 6

Library Officer
2 x Level 4

Library Officer
Level 4

Library Officer
Level 4

Team Leader,
Document Delivery
Level 5

Library Assistant
Level 3

Librarian
2 x Level 5

Library Officer
Level 4

Repository Officer
Level 4

Library Assistant
Level 3

Reporting Relationships

This position reports to: Team Manager, Electronic Resources and Acquisitions

This position supervises: Library Officer, Collection Services
                                     Team Leader Document Delivery

Position Overview

The Team Leader, Acquisitions works within a team of Librarians, Library Officers and Library Assistants within the Collection Services Section of the Division of Library Services. The incumbent is responsible for leading the acquisition of information resources, in all formats, with a focus on non-subscription information resources. They will exploit the functionality of library systems and workflows from selection to discoverability, to meet the strategic goals of the University. The incumbent is responsible for fostering a culture of continuous improvement within the team, and liaises with Information Librarians, academic staff and educational support staff to ensure appropriate selection of information resources to support the teaching and research programs of the University. This position is responsible for monitoring and managing the non-recurrent acquisitions budget, and will provide budget advice to the Team Manager, and Manager Collection Services.

Principal Responsibilities

- Lead Collection Services staff in the acquisition of new materials in all formats in accordance with section guidelines and procedures, ensuring efficient workflows from selection, acquisition, licencing, metadata management and discovery

- Liaise with Information Services librarians and academic staff to ensure evidence based selection of information resources to support the University's teaching and research programs

- Resolve complex sourcing and ordering queries, and liaise with vendors and relevant stakeholders on complex issues relating to material acquisition, access and discoverability

- Liaise with vendors to maintain effective business relationships, and assist the Team Manager Electronic Resources and Acquisitions to negotiate purchase and licence agreements for library materials, to ensure products and services comply with CSU requirements, and evaluate vendor performance

- Maintain awareness of current and emerging trends in acquisitions, collection management, the publishing industry and relevant technologies

- Provide budget advice to the Team Manager and the Manager Collection Services, and reconcile expenditure in the Library management system with the University finance system monthly

- Coordinate the gathering and collation of collection usage statistics, and analyse to assess the return on investment

- Assist with the development of acquisitions procedure documents and ensure they are kept up to date and reviewed routinely

- Provide support and training to Collection Services staff, as required

- In conjunction with the Manager, Collection Services, coordinate the evaluation of potential donations for suitability for CSU, according the relevant Collection Development and Donations Policies
- Undertake other duties appropriate to the classification as required, including:

o   Participating in Section and Divisional committees, assignments and projects

Capabilities

- Exemplify personal drive and integrity, demonstrating professionalism, self-awareness and a commitment to ongoing personal development

- Work within a Division of Library Services team to contribute to the long and short term goals of the University

- Capacity to identify and diagnose issues, and provide solutions

- Ability to cultivate productive working relationships, valuing individual differences and diversity, and providing excellent client service

- Ability to understand emerging trends in the library and technological environment

- Communication skills that are effective in conveying information clearly and concisely to a range of audiences and in a range of formats

- Ability to follow instruction and coordinate activities to meet objectives efficiently and effectively

- Excellent organisational and time management skills, with a capacity to meet deadlines

Physical Capabilities

- Able to undertake some overnight travel. The staff member may be required to drive a university vehicle between campuses and to external events, in accordance with CSU's Driving Hours Policy.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

A. A degree, normally with two (2) or more years' experience, and eligibility for Associate membership of the Australian Library and Information Association, or an equivalent level of knowledge gained through any combination of education, training and/or experience.

B. Demonstrated experience in the acquisition and/or management of information resources including demonstrated success in negotiating with suppliers.

C. Demonstrated leadership skills, and the ability to work independently and cooperatively as part of a team.

D. Demonstrated initiative and proven analytical and problem solving skills in providing high quality, client focused services, preferably for local and remote clients.

E. Demonstrated commitment to providing high quality, client focused services and understanding of emerging trends in the library and technological environment.

F. Strong information technology skills, including library systems, desktop applications, and demonstrated capability to learn new applications and emerging technologies.

Desirable

G. Experience in a Collection Services area of an academic library

H. Demonstrated understanding of current and emerging trends in the acquisition and management of library materials across formats

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;

- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;

- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies;   and

- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Occupational Health and Safety and Equal Opportunity can be found on the CSU website http://www.csu.edu.au/division/hr/

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at https://www.csu.edu.au/about/policy

The following links are listed from CSU Policy Library on relevant specific policies:

- Code of Conduct
- Staff Generic Responsibilities Policy
- Delegations and Authorisations Policy
- Outside Professional Activities Policy
- Intellectual Property Policy