



# Subject Librarian

<b>Department/Unit</b>	Research and Learning
<b>Faculty/Division</b>	Monash University Library
<b>Classification</b>	HEW Level 7
<b>Work location</b>	Various Campuses
<b>Date document created or updated</b>	August 2017

## Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu)

Monash University Library is one of Australia's leading academic libraries with a long-standing reputation for a comprehensive collection, technological innovation and professional excellence. We strengthen the University by providing outstanding scholarly resources and study facilities and through leadership in research skills development, scholarly communication and use of technology. For more on the work we do, [please visit our website](#).

The Library is a leader in the development of information research and learning skills. Subject Librarians collaborate with library colleagues and academic staff to embed skills development in faculty curricula including use of the Research Skill Development (RSD) Framework and other tools The Library contributes to the Better Teaching, Better Learning agenda including blended learning approaches.

The Library builds outstanding research collections and provides leadership in scholarly communication through research data management and capturing, disseminating and promoting Monash's research output through the Research Repository and Monash University Publishing.

## Position purpose

Subject Librarians provide a comprehensive information service, develop library collections and work collaboratively to implement integrated and embedded information research and learning skills and research data management programs. Subject librarians have responsibility for a number of disciplinary areas and work closely with academic staff to lead change and further library goals.

**Reporting line:** Subject Librarians report to either a Research and Learning Coordinator, or a Library Manager under broad direction

**Supervisory responsibilities:** May supervise a small team of continuing or casual staff

**Financial delegation and/or budget responsibilities:** Not applicable

## **Key responsibilities**

1. Provide specialist information services and advice for staff and students virtually and through physical service points
2. Develop, implement, deliver and evaluate discipline related skills programs and resources in partnership with academic and library staff
3. Collaborate with faculties to maximise their engagement with the library
4. Liaise with library professional coordinators and other library staff to ensure the delivery of program consistency and quality
5. Participate in the development of library plans, strategies, policies and procedures
6. Develop and promote the library collection including monitoring acquisitions budget and expenditure
7. Monitor new developments in teaching and research and participate in project working groups

## **Key selection criteria**

### **Education/Qualifications**

1. The appointee will have:
  - a degree in a relevant field (eg Librarianship, Information Management, Education) with subsequent relevant work experience or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Demonstrated experience in the provision of information services, including the design and delivery of information research skills programs and the development of print and electronic resources
3. Excellent communication and team skills, including the ability to prepare professional documentation for various audiences, and to liaise, advise and negotiate at high levels
4. Sound organisational and time management skills, including the ability to set priorities and perform well under pressure within a complex and changing environment.
5. Demonstrated experience in collection development and budget monitoring
6. Demonstrated knowledge of associated subject disciplines including advanced skills in resource discovery and capacity to engage with new technologies in teaching and learning
7. Ability to plan and undertake project related tasks within a complex working environment, ensuring they are completed in accordance with agreed standards and timeframes

## **Other job-related information**

Travel to other campuses of the University will be required

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

**Organisational chart**

