



Position description

Research and Learning Coordinator

Department/Unit	Provost and Senior Vice-President
Faculty/Division	University Library
Classification	HEW Level 8
Work location	Multiple work locations
Date document created or updated	30 August 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit 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 research and learning environments and through leadership in research skills development, scholarly communication and use of technology. For more on the work we do, please visit www.monash.edu/library.

Position purpose

The Research and Learning Coordinator leads a team of Librarians and Learning Skills Advisers in one of the University's libraries and will lead or be a member of one or more Library faculty teams. The position is responsible for working collaboratively with others to plan and deliver high quality and efficient programs, resources and services in accordance with the strategic directions of the University Library, and supervising and mentoring a team of staff. The position acts for the Library Manager as required and collaborates with the Information Research Skills Manager, Learning Skills Manager and Data Management Coordinator to lead staff and program development.

Reporting line: The position reports to a Library Manager who will provide broad direction with a degree of autonomy

Supervisory responsibilities: This position has supervisory responsibility for a team of Librarians and Learning Skills Advisers

Financial delegation and/or budget responsibilities: This position co-manages a collections budget and a casual staffing budget, ranging from \$400,000 to \$2,000,000 depending on area

Key responsibilities

1. In collaboration with Library and faculty staff, coordinate the development and provision of information research, learning skills and data management programs, services and resources, including negotiating with Faculty staff on embedding skills development within curriculum, in order to ensure a high quality information is available and accessible
2. Lead a team of Librarians and Learning Skills Advisers including supervising, training and deploying staff and administering the performance management scheme in collaboration with the Library Manager to create a high performance team

3. Advise the Library, Learning Skills and Information Research Skills Managers on research and learning environments, planning and staffing, and collaborate with Managers and the Research Data Management and eLearning Coordinators on programs, initiatives and policies in order to provide accurate expert advice
4. Work with Library faculty teams and faculty staff to develop the print and electronic collections for faculty teaching and research, and perform the duties of a Subject Librarian or Learning Skills Adviser in own subject areas to ensure quality information is retained for effective use
5. Coordinate programs and activities for orientation, multi-disciplinary courses and campus specific initiatives and liaise with faculty staff regarding library programs, services and resources for information research, learning skills and data management so that library programs, services, and resources are well known and used
6. Contribute to Library strategic planning and implementation, lead or coordinate projects and participate in meetings and committees providing subject matter expertise

Key selection criteria

Education/Qualifications

1. The incumbent should possess:
 - A postgraduate qualification, or progress towards, a postgraduate qualification in a relevant field, e.g. learning and teaching, librarianship or education, and substantial professional experience or
 - an equivalent combination of relevant knowledge, training and experience

Knowledge and Skills

2. Extensive experience in delivering quality client programs, services and resources, including learning skills, information research skills and/or collection development
3. Demonstrated capability to contribute to strategy development, and plan and manage projects
4. Demonstrated capability to lead, supervise and manage teams in a complex environment
5. High level organisational and time management skills including the ability to set priorities, work independently and perform well under pressure
6. Excellent problem solving, negotiation, communication and interpersonal skills
7. Well-developed capacity to manage a range of administrative tasks including those related to budget and finances

Other job-related information

- Travel to and work on other campuses may 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

