



POSITION DESCRIPTION

Academic Services
University Services

Liaison Librarian, Law

POSITION NO	0041656
CLASSIFICATION	PCS 6
SALARY	\$77,207 - \$83,573 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full time (continuing)
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Bernard Lyons Tel. +61 3 8344 9857 Email: blyons@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:

about.unimelb.edu.au/careers

Position Summary

Liaison Librarians work within teams of discipline based information professionals that provide scholarly literacy programs, research support, collection management and Faculty liaison to students, academics and researchers. They work to ensure that teaching, learning and research are enhanced through skilled and ethical use of library services and resources.

This position contributes to all library programs provided to the Melbourne Law School, focussing on supporting the School's learning and teaching programs. Working with academics, the Law School Librarian and library colleagues, it takes a lead role in the development and delivery of scholarly literacy programs to the School by building partnerships with academics to embed scholarly literacy in the curriculum. Expanding digital learning is a priority. The position participates in the delivery of library research support as needed.

Liaison Librarians also participate in and co-ordinate projects, collaborate with colleagues and supervise staff as required, generally contributing to activities required to maintain efficient services in the Library.

The role is based principally in the Law Library and reports to the Law School Librarian.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Post graduate qualifications in librarianship or a relevant discipline and relevant experience. Eligibility for associate membership of the Australian Library and Information Association (ALIA)
- ▶ Expert knowledge, skills and experience in traditional and emerging areas of academic librarianship to support teaching, learning and research in the Melbourne Law School
- ▶ Working knowledge of legal online and print information resources, especially Australian legal resources
- ▶ Depth of knowledge and skills for learning and teaching in higher education, such as pedagogy, learning design and digital learning
- ▶ Understanding of learning, teaching and research issues in the Australian higher education sector, especially as relevant to law
- ▶ Proven ability to initiate and build effective relationships with clients
- ▶ Proven ability to continuously improve services and processes, particularly through use of current and emerging technologies
- ▶ Proven ability to work and collaborate effectively in a team
- ▶ Demonstrated excellent communication (oral and written skills)
- ▶ A high level of self-motivation, initiative and a desire to provide excellence in library services

1.2 DESIRABLE

- ▶ Qualification/s and/or experience relevant to law together with experience in an academic library setting

2. *Special Requirements*

- ▶ Work outside the usual span of hours may be required.

3. *Key Responsibilities*

- ▶ Develop effective partnerships with academics and researchers in Melbourne Law School, library colleagues and professional staff to deliver effective library services and initiatives
- ▶ In particular, work with the Law School Librarian and library colleagues to deliver learning and teaching services to Melbourne Law School, including strategically developing the scholarly literacy program, conducting classes, producing subject guides and designing and producing digital learning resources
- ▶ Support colleagues to deliver research services that enable students, academic staff and researchers to undertake effective research. These services include, for example, research impact reporting (including altmetrics where applicable), research data management, publications advice, research grant assistance, research training, repository and open access advice
- ▶ Contribute to collection development
- ▶ Participate in professional development and learning opportunities to maintain currency of knowledge and skills and sustain high quality services
- ▶ Supervise service or project staff as required and provide general assistance with library services as needed. In some branches, Liaison Librarians may be responsible for managing a service point, providing face-to-face information and circulation services, associated backroom and materials handling activities
- ▶ Support front line client services staff in the Law library, mentoring and coaching staff to provide instruction and research support to students, academics and researchers and handling referred enquiries
- ▶ Participate in coverage of peak period activities across the Division to enable Academic Services to meet its operational obligations and agreed service levels

Adhere to compliance and quality assurance management, in line with requirements under the University's risk management framework including Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

4. Job Complexity, Skills, Knowledge

-- PROFESSIONAL STAFF ONLY --

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

Liaison Librarians receive general supervision from a Discipline Librarian or their delegate. They are expected to self-manage their work within agreed priorities and standards. They are provided with regular performance feedback, mentoring and assistance with on-going development. May have supervisory responsibility.

4.2 PROBLEM SOLVING AND JUDGEMENT

Discretion to innovate within own program of work and take responsibility for outcomes; design, develop and deliver teaching and research support programs within established parameters; initiate, build and maintain partnerships with academics and researchers. Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Liaison Librarians have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected. They have a depth and breadth of expertise developed through extensive relevant experience and application.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Liaison Librarians must be able to provide specified professional library services that support the University of Melbourne's teaching and research programs. They require knowledge and understanding of the academic discipline they support, including its teaching and research methods, current and emerging areas of study, academic pathways and information sources. They must develop working knowledge of the programs and services offered by the University and the Faculty or School which they support, including academic programs and student support services. Working knowledge of relevant library policies and procedures and the ability to sensitively explain and apply these is also required.

4.4 RESOURCE MANAGEMENT

Liaison Librarians may be asked to supervise staff e.g. casual or project staff.

4.5 BREADTH OF THE POSITION

Liaison Librarians have a discipline-focus within the delivery of broader University-wide information services. They undertake a range of tasks to meet the specific information service needs and expectations of the University community, principally within the relevant discipline. They are expected to collaborate extensively with colleagues and develop partnerships with academics. Occasionally they may need to liaise with library-wide Library Managers and client services co-ordinators.

5. Other Information

5.1 UNIVERSITY SERVICES

A trusted partner in shared services.

We will operate with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best.

University Services comprises approximately 1,500 staff and represents the aggregation and concentration of service delivery capability within what will be the largest administrative unit within the University. It comprises ten portfolios: ♣ Research, Industry and Commercialisation ♣ External Relations ♣ Academic Services ♣ Finance and Employee Services ♣ University Procurement Services ♣ Infrastructure Services ♣ Project Services ♣ Legal and Risk; ♣ Business Intelligence and Reporting ♣ University Services Operations These portfolios will be responsible for the planning, delivery and review of most professional services. The University Services organisation will also play a key role in defining the service ethos and quality standards for the broad range of services, as well as leading key aspects of transformational change, and defining and influencing future service enhancements. At its core, the benefit from the establishment of University Services will come from building expertise, consolidating like functions/ services, eliminating duplication, capturing the benefit of scale, and providing a platform to improve process and system efficiency.

5.2 BUDGET DIVISION

Academic Services

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive

contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/index.html#home>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of

financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

6. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.