

POSITION DESCRIPTION

Academic Services
University Services

Library Professional Cadet

POSITION NUMBER	0025899
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PSC 5 - \$68,892 - \$79,130 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part Time 4 days per week
BASIS OF EMPLOYMENT	Fixed term available for two years
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Sandra Woods Tel +61 38344 5551 s.woods@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

ACADEMIC SERVICES

Academic Services brings together student, academic and library services in an integrated network to support the University's core business of learning and teaching, research and engagement.

SCHOLARLY SERVICES

Within Academic Services, Scholarly Services comprises Scholarly Information, Research and Collections (jointly comprising the Library) and Learning Environments, all working together to support the scholarly life of the University.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:

Library Professional Cadets work in teams of discipline-based librarians delivering professional library services that support the University's academic and research programs. They support Liaison Librarians to provide scholarly literacy programs, research support, collection management and faculty liaison, and they also provide front-line professional information services at the Library's physical and virtual service points.

Cadets are recent graduates with undergraduate degrees in a discipline other than librarianship, who are commencing postgraduate studies which will enable them to pursue a career in librarianship. Cadets particularly draw upon their knowledge and skills from their undergraduate qualification to enhance the quality of library services.

Cadets gain valuable on-the-job work experience and training whilst completing their postgraduate Library and Information studies. Cadets develop breadth of experience through placements in other parts of the Library, undertake project work and work in different teams. Opportunities are provided to develop broader capabilities and leadership experience, according to the cadet's interests and the Library's strategic priorities.

Reporting line: Faculty or School Librarian

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Minimal

Judgement: Limited

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Undertake a two year cadetship program of on-the-job training while concurrently successfully undertaking a recognised postgraduate library and information course.
- Deliver client-facing support at frontline and virtual service points (Library Chat) according to relevant University service standards. This includes providing information and lending services, explaining library policies and services to clients and handling a broad range of general and more complex inquiries.
- Contribute to innovative learning and teaching programs for students and graduate researchers that develop effective skills in the discovery, evaluation and use of information resources.

- Contribute to the provision of research support services such as research consultations, requests for research impact assistance and reference management software instruction and support.
- Contribute to the innovative development and creation of online content on the web, learning management system and online communities, including the development, publishing and maintenance of teaching and scholarly literacy resources.
- Participate in collection development and collection management including assisting with processing returned materials, shelving and collection maintenance activities as required.
- Participate in professional development learning opportunities and professional engagement to build knowledge, skills and confidence, in order to maintain currency of skills, knowledge and high client service standards. Maintain a portfolio of evidence, self-reflection and feedback.
- Actively contribute to establishing and maintaining a positive workplace and a clean, safe, well ordered and welcoming library environment.
- Participate in and contribute to coverage of peak period activities across the Division to enable Academic Services to meet its operational obligations and agreed service levels.
- Develop and demonstrate an understanding of and commitment to University Services values and behaviours. Develop and demonstrate an understanding of University Citizenship through broad engagement with university activities, such as graduations and Open Day.

Selection Criteria:

Education/Qualifications

1. The appointee will have a recent relevant undergraduate degree in a discipline other than library and information studies. In 2018, we are seeking to offer cadetships to candidates with a degree relevant to arts (humanities and social sciences) and business and economics. However applicants with degrees in other disciplines may also apply.
2. A commitment to a career in librarianship. Must be enrolled to commence or continue enrolment in a recognised postgraduate library and information studies in 2018 and 2019.

Knowledge and skills:

3. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

4. Demonstrated leadership potential, which may include evidence of leadership in voluntary or educational settings.
5. Ability to deliver high quality customer service in a busy environment, responding professionally and sensitively to people from a range of backgrounds and build client relationships. Client service experience is desirable.
6. Strong interpersonal, communication (oral and written) and numeracy skills
7. Creatively use a range of social media and multimedia technologies, for example creating web pages, blogs, wikis or multimedia web based communications.
8. Commitment to personal learning and development

Other job related information:

Cadets are an integral part of the Library's service delivery program and need to be able to work flexible hours including rostered shifts on daytime, evenings and weekends in accordance with University policy.