

Position Title:	Library Manager (Arts, Business, Law and Education), Library Manager (Engineering and Mathematical Sciences), (Health and Medical Sciences), Library Manager (Science)
Position Classification:	Level 9
Position Number:	315174, 315175, 315176, 315177
Faculty/Office:	DVC Research
School/Division:	University Library
Centre/Section:	
Supervisor Title:	Associate University Librarian (Library Engagement and Experience)
Supervisor Position Number:	108375

Your work area

The **University Library** provides information resources, services, systems and spaces to support, stimulate and innovate teaching, learning and research. The University Library is committed to developing and delivering services to be strategic enablers for the University in meeting its goals; enabling and promoting the creation, storage, transfer and seamless access to information and collaborating closely with the University community to deliver innovative solutions for their research, teaching and learning needs.

The University Library has two sections – Library Engagement and Experience and Library Research and Collections. **Library Engagement and Experience** is responsible for six libraries (Reid Library, Barry J Marshall Library, Law Library, Music Library, Education, Fine Arts and Architecture Library, and Medical and Dental Library) as well as academic engagement with faculties, schools, research centres and institutes, research, teaching and learning support services, information, reference and inquiry services, student IT support, information literacy and research skills, lending and collection development and management.

Reporting Structure

Reports to: Associate University Librarian (Library Engagement and Experience)

Direct Reports: Senior Librarians and Librarians

Your role

The four Library Manager positions play a significant role in the development and delivery of Library services to staff and students. These key leadership positions manage a range of Library research and education services to the four UWA Faculties. As members of the Library Leadership Team, the Library Managers contribute to the development of planning to help the University Library as a whole meet its strategic and operational objectives.

Key responsibilities

The Library Managers:

Recruit, lead and manage staff to provide library research and education services to academic staff and students. Provide training, career progression and development to ensure productivity and effectiveness

Lead in strategic planning and the development of policy

Take a leading role in the development, management and continuous improvement of library research and education services

Collaborate with colleagues within the University Library, elsewhere in the University, and with external partners as appropriate in the development and delivery of relevant support services

Work with staff across the Library to promote services and facilities to client groups, and promote the University Library both within and outside the University. Provide a high level of quality customer service

Monitor and evaluate the effectiveness of Library services including benchmarking against best practice in the Higher Education and other sectors, and identifying, developing, measuring and reporting against metrics

Deputise for the Associate University Librarian as required

Performs other duties as directed

Your specific work capabilities (selection criteria)

University Degree

Library and Information Science qualifications or relevant equivalent qualifications and experience

Extensive management experience in an academic library, including leadership of teams and ability to provide training, career progression and development

Substantial experience in identifying, developing and implementing innovative and client-focused library and information services

Excellent negotiation, communication, consultation and interpersonal skills

Demonstrated ability to effectively influence and motivate staff in a service environment

Demonstrated ability to contribute to strategic planning and policy development

Project management experience

Demonstrated ability to apply knowledge of current trends, developments and standards in library services

Highly developed analytical and problem solving skills

Special Requirements (selection criteria)

None

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>