



Subject Librarian

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

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: The position reports to either a Research and Learning Coordinator, or a Library Manager

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

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Contribute to library strategic planning and operational committees to share knowledge and expertise as a subject matter expert

2. Plan, implement and deliver a range of library, collection, information and data management services in an increasingly electronic environment including: development of policy and practices; undertaking negotiations with vendors, suppliers, consortia and stakeholders in relation to access and use of resources; supporting projects and initiatives and monitoring and reporting on trends, issues and developments in library, collection, information and data management
3. Actively participate in and implement continuous improvement activities including identifying, investigating and recommending solutions to complex issues
4. Contribute to the review of library, collection, information and data management policies, practices, activities and systems including the establishment of monitoring and reporting mechanisms
5. Provide specialist advice and support to Library colleagues, working groups, committees and other university staff to maximise engagement opportunities, promote initiatives and ensure delivery of project outcomes
6. Administer and provide support to projects relevant to area of specialisation, including development of project plans and evaluation of project outcomes in partnership with other areas of the University
7. Develop and maintain information research and learning skills resources, including preparing and delivering research skills and other learning programs
8. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders involved in library activities to facilitate efficient service and project delivery

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a degree qualification in a relevant field (e.g. librarianship or information management) with extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience and capabilities in library, collection and information services development and administration, including the design and delivery of research data management programs and project management in a research and education environment
3. Demonstrated and current knowledge of relevant subject disciplines including advanced skills in resource discovery and the provision of information services
4. Highly developed planning and organisational skills, with the ability to set priorities, meet deadlines and perform under pressure in a complex and changing environment
5. Demonstrated knowledge and advanced skills in resource discovery and capacity to engage with new technologies
6. Highly developed training and presentation skills with the ability to prepare and deliver effective research skills and other learning programs for various audiences
7. Demonstrated project management skills, with a proven record of successfully supporting projects through to completion
8. Excellent interpersonal and communication skills with the ability to prepare professional documentation for various audiences, and to liaise, advise and negotiate at high levels

Other job related information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

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.