



Position Title:	Librarian 1
Position Classification:	Level 5/6
Position Number:	302343, 108615, 200043, 108620, 108525, 311117, 108530, 108600, 108590, 108790
Faculty/Office:	DVC Research
School/Division:	University Library
Centre/Section:	Library Engagement and Experience
Supervisor Title:	Library Manager, Senior Librarian
Supervisor Position Number:	310713, 310785, 309246, 311022

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: Library Manager, Senior Librarian

Your role

As the appointee you will, under limited direction, provide professional research and learning support services to clients, be assigned to a portfolio of responsibilities and contribute to programmes, services and projects for the University Library.

Key responsibilities

Plan, develop, deliver and evaluate face-to-face and online library skills programmes and materials that are integrated into the academic environment

Contribute to the success of UWA research by providing a range of research-oriented services including research impact measurement, bibliographic management and research publication and data management

Promote and support the use of information resources and services to Library clients

Work collaboratively with colleagues to manage and develop library collections and resources through liaison, evaluation and analysis

Understand the academic environment and its needs through actively pursuing regular engagement opportunities via a range of communication methods

Engage with the wider UWA and professional communities and represent the library through collaboration on joint projects and initiatives

Participate in professional development activities, monitor professional publications and maintain up-to-date knowledge of digital literacies and developments in research, teaching and learning

Supervise staff and provide leadership in the day to day operation of services

Other duties as required

Your specific work capabilities (selection criteria)

University degree

A relevant tertiary qualification in library and information science recognised for associate membership to the Australian Library and Information Association

Proficiency with current information communication technologies (ICT)

Highly developed client service skills and ability to work with a variety of client groups

Highly developed written, verbal and interpersonal communication skills

Well-developed problem solving skills with the ability to think creatively and employ an innovative approach

Demonstrated ability to work flexibly in a changing environment, manage time and meet deadlines

Understanding of pedagogy and the ability to develop and deliver effective learning experiences

Ability to work independently and cooperatively in a variety of teams

Ability to lead and coordinate staff

Demonstrated skills in the evaluation, use and development of information resources

Special Requirements (selection criteria)

You may be required to travel off-campus and to regional areas to support Library clients or services.

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>