Librarian

Faculty/Division	Monash University Library
Classification	HEW Level 5
Employment type	Full-time
Work location	Various campuses
Date document created or updated	22 November 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit 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 research and learning environments and through leadership in research skills development, scholarly communication and use of technology. For more on the work we do, please visit our website.

Position purpose

This position works as part of team to provide services, programs and resources, and to facilitate prompt, seamless and reliable access to high quality scholarly information.

Reporting line: The position reports to either a supervisor or manager depending on the branch or department the position is located in and works as an effective member of a team under general supervision.

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

Financial delegation and/or budget responsibilities: None

Key responsibilities

1. Undertake activities related to research data management, research repositories, digitisation and/or publishing

2. Undertake activities related to print and electronic collections

3. Source, create, edit, load and maintain metadata and/or bibliographic records to accepted standards in a variety of services as required

4. Identify, assess, process, make discoverable and promote content and materials

5. Analyse, diagnose and resolve problems related to access and discovery and train library staff in new processes and procedures

6. Contribute to the provision of information services, resources and programs

7. Provide advice and information for users in identifying, accessing and using resources at library service points

8. Develop information research and learning skills resources and deliver information research skills programs

9. Contribute to the continuous improvement of the team and participate in library projects

Key selection criteria

Education/Qualifications

1. The appointee will have:

   - a degree in a relevant field (eg Library and Information Management) without subsequent relevant work experience or
   - completion of an advanced diploma with subsequent relevant work experience or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Highly developed communication skills, including the ability to effectively liaise and negotiate with a range of clients including staff, students and external vendors

3. Sound organisational and time management skills, including the ability to set priorities and perform well under pressure within a complex and changing environment

4. Proven analytical and problem solving skills

5. Sound understanding of the information resource environment including acquisition, resource description methods and tools

6. Capacity to provide information services, resources and programs, including preparation and delivery of information research skills programs and e-learning resources

7. Well-developed information technology and computer application skills including demonstrated ability to create new resources using a variety of applications

8. Capacity to work effectively with limited supervision or as part of a team to contribute to library goals

Other job-related information

Travel to other campuses of the University may be required

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.

Organisational chart

```
┌─────────────────────┐
│       Director       │
└─────────────────────┘
           │
┌─────────────────────┐
│       Manager        │
└─────────────────────┘
           │
┌─────────────────────┐
│      Supervisor      │
└─────────────────────┘
           │
┌─────────────────────┐
│      Librarian       │
└─────────────────────┘
```