

Position description

Information Resources Officer

Department/Unit	Monash University Library
Faculty/Division	Office of the Provost and Senior Vice President
Classification	HEW level 4
Work location	Information Resources
Date document created or updated	20 June 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

The Information Services Officer contributes to a range of services and activities to support users of the library at physical and virtual information points. This includes coordinating provide a range of services relating to lending, information, readings and reserve and document delivery. The position is also responsible for coordinating online lectures services which includes the setup of recording programs together with daily monitoring and maintenance.

The Information Services Officer plays a key role in providing access to resources which involves a range of activities for the acquisition, description and maintenance of print and electronic resources. The location of the position will determine the range of duties required.

Reporting line: The position reports to the relevant supervisor and works as an effective member of a team under general supervision

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Acquire information resources for the print and electronic collections, monitor supply and receipt and resolve access issues
2. Provide access to print and electronic resources using metadata, linkages and other tools to create and maintain access and linked data to ensure discoverability of library resources
3. Communicate with Library staff, University staff and students regarding a range of matters including library rules and regulations and contribute to committees as required
4. Participate in and/or coordinate projects to improve acquisition workflows, metadata, data metrics and improved access to resources

5. Comply with and communicate library policies and procedures including for example collection development policies, copyright requirements and license agreements
6. Contribute to the continuous improvement of the team and train library staff in new processes and procedures including developing capability within the team, assisting with ensuring resources are properly allocated and assisting the relevant supervisory team
7. Support the Library strategic goals by developing skills in various areas within Information Resources and the wider Library and contributing to the broader success of the team

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a Diploma in library and information studies with subsequent relevant work experience, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated understanding of metadata elements and bibliographic description
3. Demonstrated understanding of library acquisitions practices and vendor services
4. Well-developed organisational and time management skills including the ability to plan and organise work to meet priorities and deadlines
5. Well-developed communication and interpersonal skills together with the ability to deliver a quality service and work effectively in a team
6. Sound analytical and problem solving skills together with strong attention to detail
7. Demonstrated proficiency in information technology and computer application skills

Other job-related information

- Travel to other campuses or library branches of the University may be required
- Shift work or out of hours work 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