



Position Description

Senior Manager, Research and Learning

Employer	Monash University Malaysia
School/ Unit	Library and Learning Commons
Area of Specialization/Sub-Unit	Research and Learning
Level/ Classification	HEW8
Employment type	Full time
Work location	Malaysia
Date document created or updated	08 Sept 2017

Organisational context

Established in 1998, Monash University Malaysia is one of Malaysia's most respected universities. We are Monash University's global foot print in the Asian region, carrying with us the distinction of being the Malaysian constituent of a premier research intensive Australian university ranked among the top 100 universities in the world, and a member of Australia's prestigious Group of Eight (Go8). From humble beginnings, Monash Malaysia has grown in stature, and is now recognized as a leader in the international higher education sector in Malaysia.

As a self-accrediting University, we attract students not just from Malaysia, but from all over the world. Approximately 7,500 students representing more than 70 nationalities are currently enrolled at Monash Malaysia, and enjoy a quality academic experience.

Since our inception, Monash Malaysia has built a reputation for quality, credibility and integrity, and is held in high esteem by our students, alumni, industry and government. We encourage critical thinking to help discover new ideas, reveal new perspectives and devise solutions. We maintain a long and proud tradition of excellence in education, combined with liberal values of enquiry, providing a fertile environment for bright young minds to flourish, and life-long opportunities for those wishing to enhance their education and career.

For further information see: www.monash.edu.my.

The Library and Learning Commons [The Library] covers two geographic locations: the main Library located at the Bandar Sunway campus, and the Clinical School Library located in Johor Bahru. The Library is supported by a team 35 full time professional librarians, learning skills advisers and paraprofessional staff.

The Sunway campus Library has three operational units comprised of Information Resources, Information Services and, Research and Learning. The Clinical School Library provides services and programs to the third, fourth and fifth year medical students and academic staff.

Librarians, liaison librarians and learning skills advisers work collaboratively to provide a range of services, programs and resources for undergraduate, postgraduate coursework and higher degree by research students. These aim to enable students to develop graduate skills and capabilities demanded by world class employers, as prescribed by the Malaysian Higher Education Blueprint (MHEB).

For further information see: <http://www.lib.monash.edu.my/>

Position purpose

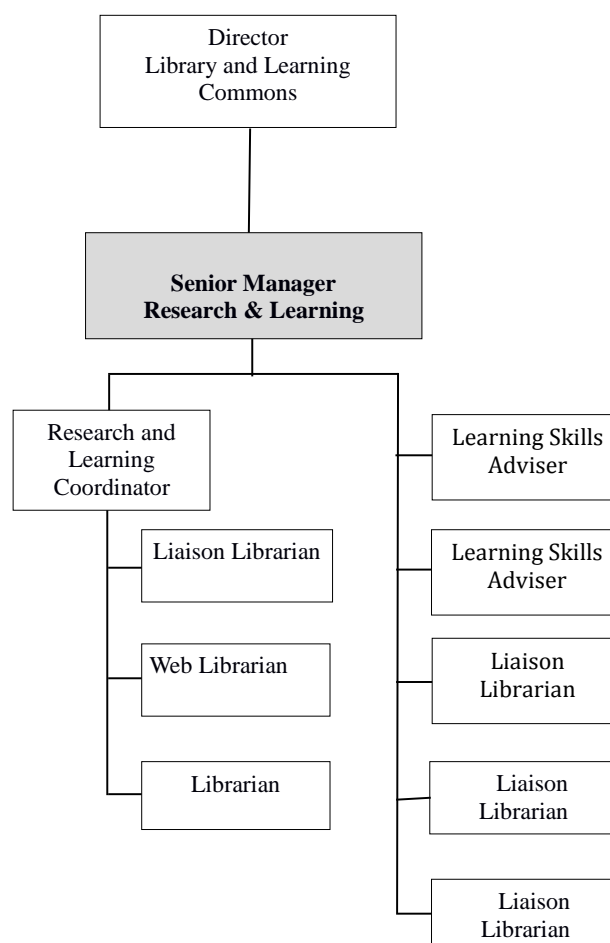
The incumbent leads a team of professional Librarians, Learning Skills Advisers and technical experts, some of whom have liaison responsibilities for a number of areas involving, among other duties, partnership with academic staff to meet the current and future needs of the Schools. The position provides leadership in all facets of research and learning skills within the Library and across the campus, including advancing the Library's role in relation to the development of research and learning skills in the curriculum.

The position leads the planning, development, implementation and evaluation of quality and innovative services, programs and resources in accordance with the strategic directions of the University.

Reporting line: The position reports to the Director, Library and Learning Commons under broad supervision, working with a considerable degree of autonomy

Supervisory responsibilities: This position manages a team of continuing professional staff.

Financial delegation and/or budget responsibilities: This position contributes to the management of LLC collection budget, and makes recommendations for optimal and strategic use the collection budgets.



Key result areas and responsibility

Lead a team of continuing professional staff

- Report on the Department's performance against the Annual Development Plan Manage and lead a team of user-focused staff, including planning and allocating staff resources, developing and mentoring employees, managing staff performance and ensuring effective professional development to meet the Library's strategic goals
- Lead the development and provision of quality and innovative research and learning skills services, programs and resources for undergraduate students, HDR and postgraduate students and academic staff, consistent with Monash University Library standards.

- Lead the planning, management and implementation of continuous improvement activities for resources and programs in compliance with MQA requirements and guidelines and to meet the evolving needs of stakeholders.
- Build and sustain high-level relationships with an extensive network of colleagues, faculty staff, stakeholders and external service providers
- Liaise extensively with academic staff to maximise faculty engagement with librarians and learning skills advisers, and facilitate collaboration to achieve the University's strategic goals

Engage with University, Campus and Library staff

- Lead the implementation of the Research Skill Development (RSD) framework across all Schools in consultation with the Director, and in close collaboration with MUA Library.
- Develop effective strategies and plans to integrate consistent, pedagogically sound and innovative research and learning skills programs and resources within the curriculum, underpinned by the Research Skill Development (RSD) framework.
- Lead and manage orientation activities and related programs within the broader campus environment.
- Contribute to the promotion of best practices in scholarly communication and research data management best practices.
- Jointly with the Information Resources Manager, provide strategic development, promotion and evaluation of the Library's collections to meet the Schools' needs, including contribution to the management of LLC collection budget and recommendations for optimal use of the collection budgets.
- Monitor new developments in teaching, learning and research and keep abreast of trends and issues.

Contribute to the strategic planning and implementation of library strategies, policies and project

- Contribute to the leadership, management and strategic planning of the Library.
- Represent the Library in campus and MUA Library committees.
- Participate in Library meetings, committees and forums, including paper presentation at conferences.
- Advise the Director on facilities, planning and staffing requirements and needs.
- Participate in recruitment activities to meet strategic objectives, in consultation with the Director.
- Lead and participate in Library projects and change initiatives as assigned by the Director.
- Ensure LLC Unit's delegation of authority as and when required by the Director.

Key selection criteria

1. Postgraduate qualification in a relevant area, e.g. librarianship, education, instructional design, with relevant professional experience in a university environment. Alternatively, an equivalent combination of relevant knowledge, training and/or experience.
2. University degree in a subject discipline relevant to Monash University's Malaysia's Schools will be an asset, though it is not a requirement.
3. Demonstrated experience in the planning and delivery of quality information literacy, information research and/or learning skills programs.
4. Demonstrated ability to lead, manage and motivate diverse staff in the context of a rapidly changing environment,
5. Experience in the design and implementation of blended and e-learning programs and resources.
6. Good understanding of the prevalent and emerging pedagogical methods in higher education.
7. Excellent problem solving, negotiation, communication and interpersonal skills.
8. Demonstrated organisational and project management skills, including the ability to plan and implement new initiatives.

Other job related information

- Travel to and work on other Monash campuses may be required.
- Occasional evening and weekend work may be required.
- Other duties consistent with the position classification descriptors for the classification level, as defined in the Monash University Classification Management Manual.