

# POSITION DESCRIPTION



**Academic Services**  
University Services

## Liaison Librarian, Business & Economics

<b>POSITION NUMBER</b>	0037522
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	PSC 6 - \$79,910 - \$86,499 per annum
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term until 17 May 2019
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	<p>Bernard Lyons Tel +61 3 8344 9857 <a href="mailto:blyons@unimelb.edu.au">blyons@unimelb.edu.au</a> <i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

## **ACADEMIC SERVICES**

Academic Services brings together student, academic and library services in an integrated network to support the University's core business of learning and teaching, research and engagement.

### **Scholarly Services**

Within Academic Services, Scholarly Services comprises Scholarly Information, Research and Collections and Learning Environments, all working together to support scholarship undertaken in the University.

## **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## **ABOUT THE ROLE**

### **Position Purpose:**

Liaison Librarians work within teams of discipline based information professionals that provide scholarly literacy programs, research support, collection management and faculty liaison to students, academics and researchers. They work to ensure that teaching, learning and research are enhanced through skilled and ethical use of library resources and services.

This position contributes to all library programs provided to the Faculty of Business and Economics, focussing on supporting the Faculty's learning and teaching programs. Working with academics, the Faculty Librarian and library colleagues, Liaison Librarians take a lead role in the development and delivery of scholarly literacy programs to the Faculty by building partnerships with academics to

strategically embed scholarly literacy in the curriculum. Expanding digital learning is a priority. The position participates in the delivery of library research support as needed.

Liaison Librarians also participate in and co-ordinate projects, collaborate with colleagues and supervise staff as required, generally contributing to activities required to maintain efficient services in the Library.

The role is based on the Parkville campus.

Reporting line: Business & Economics Faculty Librarian

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

### **Key Dimensions and Responsibilities:**

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: University Services and Faculty of Business and Economics

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Develop effective partnerships with academics and researchers in Faculty of Business and Economics (FBE), library colleagues and professional staff to deliver effective library services and initiatives
- In particular, work with the Business and Economics Faculty Librarian and library colleagues to deliver learning and teaching services to FBE, including strategically developing the scholarly literacy program, conducting classes, producing subject guides and designing and producing digital learning resources
- Support colleagues to deliver research services that enable students, academic staff and researchers to undertake effective research. These services include, for example, research impact reporting (including altmetrics where applicable), research data management, publications advice, research grant assistance, research training, repository and open access advice
- Contribute to collection development

- Participate in professional development and learning opportunities to maintain currency of knowledge and skills and sustain high quality services
- Supervise service or project staff as required and provide general assistance with library services as needed. In some branches, Liaison Librarians may be responsible for managing a service point, providing face-to-face information and circulation services, associated backroom and materials handling activities
- Support front line client services staff, mentoring and coaching staff to provide instruction and research support to students, academics and researchers and handling referred enquiries
- Participate in coverage of peak period activities across the Division to enable Academic Services to meet its operational obligations and agreed service levels

### **Selection Criteria:**

#### Education/Qualifications

1. The appointee will have: Professional qualifications in librarianship or a relevant discipline and relevant experience. Eligibility for associate membership of the Australian Library and Information Association (ALIA).

#### Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace
3. Expert knowledge, skills and experience in traditional and emerging areas of academic librarianship to support teaching, learning and research in the Faculty of Business and Economics
4. Working knowledge of business and economics online and print information resources
5. Depth of knowledge and skills for learning and teaching in higher education, such as pedagogy, learning design and digital learning
6. Understanding of learning, teaching and research issues in the Australian higher education sector, especially as relevant to law
7. Proven ability to initiate and build effective relationships with clients

8. Proven ability to continuously improve services and processes, particularly through use of current and emerging technologies
9. A high level of self-motivation, initiative and a desire to provide excellence in library services
10. Qualification/s and/or experience relevant to business and economics together with experience in an academic library setting are highly desirable

**Other job related information:**

Work outside the usual span of hours may be required.