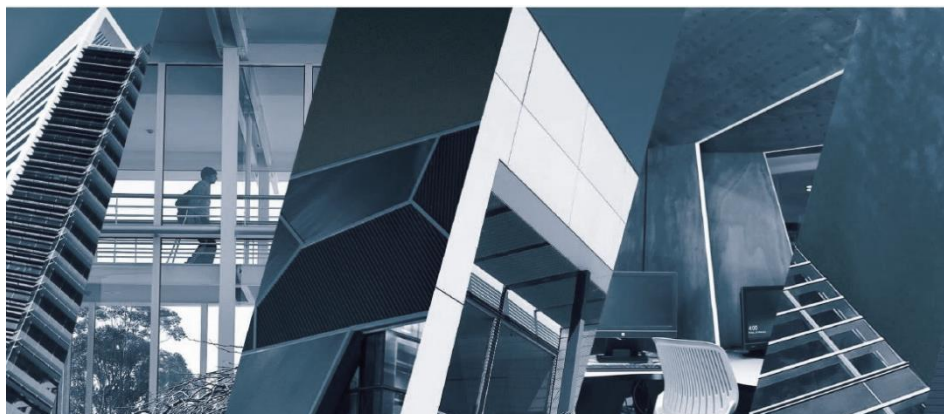


Position Description



Position title:	Liaison Librarian
School/Directorate/VCO:	Library Services
Campus:	Berwick Campus: Travel between campuses may be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Part-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Beth Deans, Team Leader, Library Learning Services Telephone: (03) 4313 7978 Email: b.deans@federation.edu.au
Recruitment number:	851940

Position summary

The Liaison Librarian contributes to the development of partnerships between the University Library and various Institutes. The role is responsible for supporting the information requirements of staff and students within the University's teaching and research programs, by providing digital and information literacy education, reference, and library research services in order to develop individuals as self-directed learners.

While the position is primarily based at the Berwick campus, travel to other campuses may be required. The position may involve rostered evening and weekend work.

Portfolio

We aim to provide a range of high-quality scholarly information resources and services to the FedUni community. In doing so we recognise the importance of our clients - staff and students at the University are central to all that we do. We endeavour to deliver services that recognise the diversity and needs of all client groups; we strive to be both responsive and innovative in our service delivery and to be a vital contributor supporting the University's mission to offer high quality learning and research opportunities.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Contribute to the development of partnerships between academic and teaching staff and the University Library, by:
 - Liaising with Institute staff regarding the implementation of a range of programs relating to digital and information literacy education programs
 - Developing knowledge of the Institutes to ensure library services support research and teaching
 - Conducting staff orientations and participating in Institute committees and projects
2. Contribute to student success, by:
 - Providing, in collaboration with academic and teaching staff, learning activities and objects to develop digital and information literacies
 - Providing help at point of need via enquiry services or consultations
3. Provide research skills programs supporting staff and students to source and use information resources, manage data, publish, and manage their profile as a researcher, by:
 - Providing orientation and introductory training to researchers through the Skills Development Program, School Orientations etc.
 - Providing consultations for Higher Degree Researcher Candidates (HDRCs) and staff
 - Providing training for research assistants
 - Producing research skills videos, webinars, and self-help resources
4. Ensure the availability of reference referral and support by:
 - Providing Tier 2 enquiry service to staff, students, and community users
 - Providing detailed assistance with information retrieval and directing users to appropriate resources
 - Providing information leaflets and instructional material promoting information resources, computing and network services, and library collections and services
 - Contributing to the development of policies and procedures

5. Undertake ongoing professional development and practice

- Developing and maintaining subject-specific and professional knowledge of the designated Institute subject areas
- Developing specialist expertise, coordinate related activity and provide training to other team members in a specialist area, for example, online resource development (videos and online tutorials), social media, relevant systems, research data management, metrics, pedagogical expertise, or similar.
- Maintaining an awareness of trends and best practice in the Library and information profession.

6. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.

7. Undertake the responsibilities of the position adhering to:

- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Liaison Librarian reports to and works under the broad direction of the Team Leader, Library Learning Services and interacts closely with other Library team members, the Team Leader, Library Research Services and with Liaison Librarians at other campuses to ensure the needs of higher education staff and students are met. The Liaison Librarian is required to demonstrate initiative and contributes to the development and modification of services, policies, and procedures. Whilst the Liaison Librarian does not have direct supervision over other library staff, they will be expected to delegate work to and contribute to the training of other team members as required.

Position and Organisational relationships

The Liaison Librarian is required to liaise with academic and teaching staff to ensure that their learning, teaching and research requirements are supported, and for ensuring that digital and information literacy skills development programs, services and resources are accessible to all students and staff at the University.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

Eligibility for Associate (Professional) membership of the Australian Library and Information Association (ALIA).

Experience, knowledge and attributes

2. Demonstrated understanding of and experience in liaising with academics and/or teachers to collaboratively develop and deliver services to support learning, teaching and research for a range of client groups.
3. Demonstrated experience and knowledge of digital and information literacy principles and practice within an academic context and in the creation and provision of online and face-to-face research and digital and information literacy skills development programs, resources and services.
4. Demonstrated knowledge and experience in using online information services and databases, library discovery layers, search engines, services and resources.

5. Demonstrated knowledge and experience in using research analytics systems and providing advice on publishing and research data management.
6. Demonstrated commitment to best practice, quality service and a customer focussed culture with the ability to deal with competing demands in a busy service environment.
7. Demonstrated verbal and written communication skills with the ability to effectively present information and respond to questions from a range of stakeholders, such as groups of students, researchers and the general public.
8. Demonstrated ability in developing and maintaining positive working relationships, and in working collaboratively and effectively in a team environment.
9. Demonstrated knowledge and understanding of the needs of diverse cohorts of students, including those with disabilities.
10. Demonstrated working knowledge and application of the Child Safety Standards.
11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
12. Hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.