

Position Title	Senior Library Officer (Collections & Access Services)
Classification	Level 4
School/Division	Deputy Vice-Chancellor (Research)
Centre/Section	University Library
Supervisor Title	Coordinator (Acquisitions), Coordinator (Discovery), Coordinator (Subscriptions)
Supervisor Position Number	FSR 302941, 301895, 301896
Position Number	FSR 101399, 108605, 108625, 108860, 108990, 305434, 304589, 108805, 321075

Your work area

The University Library provides information resources, services, systems and spaces to support, stimulate and innovate teaching, learning and research. The University Library is committed to developing and delivering services to be strategic enablers for the University in meeting its goals; enabling and promoting the creation, storage, transfer and seamless access to information and collaborating closely with the University community to deliver innovative solutions for their research, teaching and learning needs.

The University Library has two sections Research and Collections and Engagement and Experience. Research and Collections provides a range of library services including the acquisition, management and discovery of digital, electronic and physical resources; development and delivery of research publication and data services; records and archive management; digitisation; and other digital initiatives.

Collections and Access Services is part of the Research and Collections section of the Library and provides collection services including acquisition, cataloguing, interlibrary loans, document delivery, reading list management, and resource discovery.

Reporting structure

Reports to: Coordinator (Acquisitions), Coordinator (Discovery), Coordinator (Subscriptions)

Your role

As the appointee you will, under general direction, provide expertise in acquiring and managing digital, electronic and print information resources, document delivery and interlibrary loan services, and maintenance of high-quality data according to standards, procedures and guidelines.

Your key responsibilities

Source and maintain accurate bibliographic metadata for Library systems according to local standards

Establish and maintain access to digital and electronic resources

Maintain quality assurance of data
Locate and acquire requested information resources from a range of sources
Process document delivery, interlibrary loan and store retrieval requests
Process reading lists
Process invoices and prepare financial reports
Assist in staff training
Draft and update procedures
Participate in activities, services and projects for the University Library and contribute to continual service improvement
Liaise with Library users, Library colleagues, vendors and staff from other institutions
Other duties as directed

Your specific work capabilities (selection criteria)

Year 12 or equivalent competency; a library technician qualification is desirable.
Considerable relevant experience at an appropriate level
Well-developed written, verbal and interpersonal communication skills
Well-developed organisational skills and demonstrated ability to set priorities and meet deadlines
Proficiency in a range of computing skills and relevant software applications including Microsoft Office products
Ability to work independently, show initiative and work cohesively within a team environment
Demonstrated problem solving skills
Demonstrated accuracy and attention to detail
Ability to work flexibly with a positive approach in a rapidly changing environment

Special requirements (selection criteria)

There are no special requirements

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/