

## Position Description

### Senior Coordinator, Library Learning Services (General)

<b>Position No:</b>	50148177
<b>Business Unit:</b>	DVC (Academic)
<b>Division:</b>	Library
<b>Department:</b>	Library LTU
<b>Classification Level:</b>	HEO8
<b>Employment Type:</b>	Full-Time, Continuing
<b>Campus Location:</b>	Campus Independent
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

The Senior Coordinator, Library Learning Services (LLS) is jointly responsible for managing the development, implementation, and evaluation of library services designed to meet the teaching and learning requirements of students and teaching academics at La Trobe University. The incumbent shares accountability with the other Senior Coordinators for the delivery of student-centered learning services for all coursework students at all locations within the university.

Under the direction of the Associate University Librarian (AUL), Library Learning Services, the Senior Coordinator collaborates with academic and professional university stakeholders and directs work within the LLS team to deliver course-integrated instruction, subject-specific learning programs, extracurricular discipline hubs, on-demand learning support services, and digital learning experiences. These resources aim to enhance students' digital, information, academic and discipline-specific literacy skills.

The Senior Coordinator, LLS General will directly supervise a team of professional staff including librarians and academic skills advisors with responsibility for the Computing, Engineering, and Mathematical Science Schools (CEMS). In addition, this role has responsibility developing and delivering the externally funded Subject Support Tutors Program and the Discipline Hubs designed to offer extra-curricular subject-specific support to students.

The Senior Coordinator advocates for the Library and the Library Learning Services team by building and nurturing relationships with key stakeholders within and outside the library; and ensures that the library can demonstrate impact to all key stakeholders in the area of responsibility.

This position along with the other Senior Coordinator positions, supports the Associate University Librarian to ensure Library Learning Services are aligned with University and Library policy and strategy.

### **Under the direction of the AUL Library Learning Services, duties at this level may include:**

- Lead a Library Learning Services team of librarians and academic skills advisors
- Advise higher-level staff and stakeholders on student success, program evaluation, and budget expenditures
- Supervise and coordinate casual academic tutors delivering services in the Subject Support Tutor program and the Discipline Hubs
- Develop and support staff with feedback, performance management, and high service standards
- Develop, implement, and assess engaging and equitable Library Learning Services that advance student learning outcomes and enhance the student learning experience
- Analyse service and resource data for evidence-based recommendations to improve effectiveness
- Coordinate with other library departments for effective service delivery
- Keep updated with information literacy, instructional technology, and pedagogy to enhance library instruction programs and services
- Other related operational duties as needed

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Completion of a postgraduate Information Management, Library or Education degree; or an equivalent combination of relevant experience and/or education/training.

- Demonstrated management and leadership skills with experience in managing and leading staff to promote a cohesive and effective team.
- Experience with creation and assessment of library and learning programs and services.
- Knowledge of instructional design and technology, and its application to library instruction and learning support.
- Excellent oral and written communication skills, including presentation skills.
- Strong interpersonal, negotiation and leadership skills, with the ability to work collaboratively with faculty, librarians, and staff.
- Demonstrated experience in leading, motivating, developing, and managing a complex team.
- Demonstrated experience in setting priorities, developing plans, making decisions, and evaluating outcomes to deliver effective library services.
- Demonstrated commitment to diversity, equity, and inclusion in library instruction and services.

### **Capabilities required to be successful in the position**

- Knowledge of own strengths, weaknesses, and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation, and care.
- Ability to align individual and University goals and create a safe, inclusive, high-performing culture.
- Ability to make sense of data to inform decision-making – building a culture in which staff members actively contribute to the continuous improvement of local practices.

### **Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

### **Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### **Why La Trobe:**

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.

- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

### La Trobe Cultural Qualities:



#### **We are accountable**

*We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.*



#### **We are connected**

*We connect to the world outside – the students and communities we serve, both locally and globally*



#### **We are innovative**

*We tackle the big issues of our time to transform the lives of our students and society.*



#### **We care**

*We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities*

