



# SUBJECT LIBRARIAN

DEPARTMENT/UNIT	Monash University Library
FACULTY/DIVISION	Provost and Senior Vice-President
CLASSIFICATION	HEW Level 7
WORK LOCATION	Caulfield campus

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the University's academic strategy and priorities with view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and University-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; "identifying and cultivating interdisciplinary areas of excellence and collaboration.

**Monash University Library** is one of Australia's leading academic libraries with a long-standing reputation for a comprehensive collection, technological innovation and professional excellence. We strengthen the University by providing outstanding scholarly resources and study facilities and through leadership in research skills development, scholarly communication and use of technology. For more on the work we do, please visit our website.

## POSITION PURPOSE

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The Subject Librarian provides a comprehensive range of library education and research services, programs and resources, including directly engaging with students and academic staff, developing library collections and working collaboratively to develop and implement integrated and embedded skill development and programs within the curriculum. The Subject Librarian is a key liaison point between the Library, University and internal and external client groups. This position works closely with internal partners such as academic and divisional staff to ensure resources and programs offered are aligned with the University's research and education priorities. The Subject Librarian works as part of designated Faculty and branch teams to initiate, plan and deliver projects to enhance library education and research services and provide specialist advice that contributes to the advancement of the Library's strategic objectives.

**Reporting Line:** The position reports to a Research and Learning Coordinator, under broad direction

**Supervisory Responsibilities:** May supervise a small team of continuing or casual staff

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## **KEY RESPONSIBILITIES**

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1. Plan, implement and deliver a range of library education and research services. These may include: research and learning programs, services and resources; contributing to negotiations with vendors, suppliers, consortia and stakeholders in relation to access and use of resources, and; monitoring and reporting on relevant trends, issues and developments
2. Provide specialist and disciplinary expertise and advice to staff and students on resource discovery and evaluation, complex search strategies, scholarly communication and research impact
3. Build and sustain effective working relationships with Library colleagues and key stakeholders in faculties and divisions to develop, deliver, evaluate and maintain research and learning programs and resources that closely align with faculty and Library objectives
4. Build and sustain researcher engagement across faculties and divisions to enable effective research practice for enhanced impact
5. Participate in the collation and analysis of quantitative and qualitative data relating to education and research programs and resources to report the value and impact on faculty and Library objectives
6. Mentor and contribute to the professional development of other Library staff and/or lead, support and motivate a small team as required
7. Contribute to the review and maintenance of Library collection, information and data management policies, practices, activities and systems including monitoring and reporting mechanisms
8. Provide specialist expertise and advice to Library colleagues and other university staff, and contribute to planning, working groups and committees to maximise engagement opportunities, promote initiatives and ensure delivery of project outcomes
9. Administer and participate in projects relevant to area of specialisation, including development of project plans and evaluation of project outcomes

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A university degree and/or postgraduate qualification in a relevant field (e.g. librarianship or information management) that qualifies for professional membership of ALIA, together with extensive relevant experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and education or training

### **Knowledge and Skills**

2. Demonstrated experience and capabilities in library services, including the design, delivery and evaluation of education and research programs
3. Demonstrated experience in creating and maintaining effective working relationships with key stakeholders to achieve organisational goals in an academic or research environment
4. Demonstrated knowledge of relevant subject disciplines, scholarly communication and research impact, together with demonstrated experience in collection development and budget monitoring

5. Highly developed planning and organisational skills, with the ability to set priorities, meet deadlines and thrive in a complex and changing environment
6. Demonstrated knowledge and advanced skills in resource discovery and evaluation, complex search strategies and capacity to engage with new technologies and areas of interest
7. Demonstrated experience in contributing to projects, committees and/or working groups
8. Excellent interpersonal and communication skills with the ability to liaise, advise and negotiate at high levels and prepare and deliver professional presentations and documentation for various audiences
9. Demonstrated ability to mentor others, collaborate and work effectively as a member or leader of a team

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

## **LEGAL COMPLIANCE**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.