Position description

Federation
UNIVERSITY • AUSTRALIA

Position title:	**Team Leader, Library Services to Learning**
School/Section/VCO:	**Library Services**
Campus:	**Berwick Campus. Travel between campuses will be required.**
Classification:	**Within the HEW Level 7 range**
Employment mode:	**Continuing appointment**
Probationary period:	**This appointment is offered subject to the successful completion of a probationary period.**
Time fraction:	**Full-time**
Recruitment number:	**849020**
Further information from:	**Ms Marion Slawson, Associate Librarian, Client Services** **Telephone: (03) 5122 6124** **E-mail: marion.slawson@federation.edu.au**
Position description approved by:	**Ms Sue Owen, Director, Library and Learning Spaces**

This position description is agreed to by:

_____   _____   _____

Employee name   Signature   Date

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

Position description

![Federation University Australia logo]

Position summary

The Team Leader, Library Services to Learning oversees the operational planning, implementation and review of the Library's learning and teaching services to Schools across all campus libraries. The position is a senior member of the Client Services team and makes a key contribution to the delivery of Library services situated in specific campuses. The role ensures the Library actively contributes to University goals related to learning and teaching.

This position reports to the Associate Librarian, Client Services. The role collaborates with the Team Leader, Library Services to Research and the Coordinator, Lending and Enquiry Services to ensure consistency of overall service provision and operational planning across campus libraries. The role also delivers liaison services to specific Schools at campus locations and online.

Key responsibilities

1. **Strategic Planning, Development and Review**
   Contribute to the strategic planning and development of client-focused programs and services to reach all library clients wherever and however they may work or study, including:

   - overseeing delivery of programs and services that directly contribute to the University's BOLD learning and attainment of digital and online literacy;

   - in conjunction with the Associate Librarian Collections and Access and the Associate Librarian Client Services, develop and implement collaborative projects which contribute to priority School or University learning and teaching initiatives;

   - liaising with CLIPP staff and the Associate Deans, Teaching Quality to develop and implement collaborative projects which contribute to priority School or University learning and teaching initiatives;

   - liaising with the Team Leader, Library Services to Research to manage targeted services to researchers in Schools and Research Centres; and

   - liaising with the Coordinator, Lending and Enquiry Services to facilitate the delivery of effective Tier 2 services.

2. **Management of a Library Team**
   Manage the Library Research and Learning Services team activities at specified campuses and build strong cross-campus relations by:

   - collaborating with the Team Leader, Library Services to Research to co-lead and review the School Liaison Model across all campus libraries;

   - planning, implementing and reviewing library skills development programs, resources and services related to learning and teaching across all campuses;

   - contributing to policy and procedure development related to Library Research and Learning Services, including annual Library Operational Plan initiatives;

   - selecting, supervising, training and monitoring the performance of team staff;

   - developing staff capability in the creation and implementation of innovative approaches that contribute to University strategic goals and outcomes for learning and teaching, and student retention and success; and

   - overseeing change management for team-related activities.

3. **Quality assurance**
Ensure quality programs, services and resources are provided to the University's students and staff, in accordance with University policy and service standards by:

- using best practice in the design, implementation, evaluation and promotion of digital and information literacies skills development programs and resources, accessible on- and off-campus, to facilitate lifelong learning;

- collaborating with academic and teaching staff in the curriculum design of learning experiences by embedding digital and information literacy into the curriculum, in conjunction with Learning Skills Advisors; Learning Designers or other professional staff where appropriate;

- supporting team collaborations with partner librarians in developing instructional material, with particular emphasis on digital and online teaching to encourage flexible delivery of digital and information literacy education;

- supporting FedUni researchers through responding to library and research related queries, collaborating in the development of specific research online resources, and providing one-on-one consultations; and

- providing Tier 2/3 enquiry services to all FedUni staff and students.

4. **Online Learning Resources**
Ensure the development of online learning resources aligned with University programs and partners by:

- identifying School initiatives and participating in developing e-learning, implementation and evaluation of programs across the library to support University programs;

- developing a working knowledge of operations, teaching, research and consultancy activities of the Schools so that library services support their research and learning programs;

- facilitating the development of self-directed online learning resources in a variety of formats, accessible via the FedUni learning management system;

- investigating new technologies to assist flexible teaching delivery across campuses, and for online and off-campus partner institutes; and

- investigating new technologies to develop additional online library teaching resources to support FedUni staff and students.

5. **Increasing library impact**
Ensure the ongoing relevance and promotion of Library learning and teaching services by:

- creating a communications strategy in conjunction with the Associate Librarian, Client Service and the Team Leader, Library Services to Research to promote team activities and resources to facilitate awareness and effective use of information resources, scholarly material, library collections, spaces, programs and services;

- providing support and advice to the Associate Librarian, Client Services and the Library Management Group on matters related to Library learning and teaching services and other areas of responsibility;

- reviewing team strategies and policies to ensure staff and student support needs are being met;

- providing key data for planning, reporting and review purposes; and

- participating in relevant committees and working parties.

6. **Oversight of specified campus libraries**
   Provide effective management and direction for the campus libraries by:

   - Monitor and provide advice in relation to the day-to-day operations and facilities at the Berwick and Gippsland campus libraries;

   - working in collaboration with the Coordinator, Lending and Enquiry Services to ensure Lending and Enquiry Services staff are familiar with Tier 1 learning and teaching enquiries;

   - working with other student support areas such as CLIPP and Student HQ to develop the library as a Hub for student support; and

   - deputising for the Associate Librarian, Client Services as required.

7. Reflect and embed the University's Principles, Objectives and Strategic Priorities 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.

8. 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 Team Leader, Library Services to Learning works under the broad direction of the Associate Librarian, Client Services and is expected to work independently and with the broader Library management team. The role requires initiative, contributes to the development and modification of services, policies and procedures across the campus libraries and liaises with Schools and other research areas of the University.

The Team Leader, Library Services to Learning will exercise professional judgement in the assessment of matters, address complex issues identified by academic staff and students, and make decisions on appropriate actions, including referrals to other support services, in accordance with appropriate privacy policies.

The Team Leader, Library Services to Learning will have an extensive knowledge and understanding of University programs, academic directions, developments in University learning and teaching pedagogy and the research skills and support required for tertiary undergraduate and postgraduate students. The position is responsible for monitoring and responding to research skills development across the student body, regardless of mode or location of study.

The Team Leader, Library Services to Learning has responsibility for and management of the Library Research and Learning Services team members based at the Berwick and Gippsland campuses. The role also has responsibility for the learning and teaching related outcomes of all team members, including activities, resources and support materials. The role is extremely diverse due to the collaborative nature in working with a range of Library staff, CLIPP staff, Associate Deans, and academic and professional staff.

Position description

![Federation University Australia logo]

The role is required to represent the Library on relevant internal and external committees and provide advice to the Library Management Group, learning and teaching committees and others forums as requested.

Training and qualifications

A degree in Library Studies or Information Management with at least four years subsequent relevant experience; or extensive experience and management expertise in administrative fields; or an equivalent combination of relevant experiences and/or education/training.

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

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Position/Organisational relationships

The Team Leader, Library Services to Learning reports to and receives broad direction from the Associate Librarian, Client Services and supervises the Berwick and Gippsland based members of the Library Research and Learning Services team. The position interacts with other library team members to ensure the needs of TAFE and higher education staff and students are met.

The Team Leader, Library Services to Learning also works collaboratively with the Team Leader, Library Services to Research, the Coordinator, Lending and Enquiry Services, members of the Library Management Group, other team staff, research, academic and teaching staff and students across 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:

1. A degree in Library Studies or Information Management with at least four years subsequent relevant experience; or extensive experience and management expertise in administrative fields; or an equivalent combination of relevant experiences and/or education/training.

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

    A valid Working with Children Check is required.

2. Demonstrated library management experience and demonstrated ability to manage and develop a diverse and dispersed team.

3. Demonstrated understanding of and experience in collaboratively developing and delivering services to support learning and teaching, including the design and delivery of digital literacy programs and the development of print and electronic resources supporting student retention and online program delivery, within an academic context.

4. Demonstrated experience in the provision of programs and services to researchers within an academic context, including research infrastructure and research data management.

5. Demonstrated experience in developing, evaluating and using online resources, electronic information services and databases and learning management and online systems.

6. Demonstrated understanding and experience in collaboratively identifying the needs of and delivering services to multiple cohorts and teaching locations, including partner providers.

7. Demonstrated commitment to quality service and customer focus and the ability to embed this into team and individual staff practice and service.

8. Demonstrated interpersonal and communication skills with experience in making presentations and working collaboratively and collegially with team members.

9. Demonstrated organisational and time management skills, including the ability to set priorities, work independently or as part of a team, and perform well under pressure.

10. Demonstrated experience in small project design and management.

11. Demonstrated working knowledge and application of the Child Safety Standards.

12. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse.

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.