



LEARNING SKILLS ADVISER

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

ORGANISATIONAL CONTEXT

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.

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.

Learning Skills Advisers provide a range of services, programs and resources for undergraduate, postgraduate coursework and higher degree by research students. These aim to enable students to develop skills they need to learn within an academic environment and are developed and delivered in close collaboration with individual faculties and librarians with responsibility for information research skills.

POSITION PURPOSE

The position is a member of a team responsible for the provision of a range of discipline specific, integrated and embedded learning skills programs and resources professionally led by the Learning Skills Manager. Learning Skills Advisers are also members of one or more library faculty teams who work collaboratively to develop and implement information research and learning skills programs.

Reporting Line: The position reports to the Research and Learning Coordinator and works under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide specialist learning skills services including rostered shifts at physical and virtual service points as required
2. Work in partnership with faculty and library staff to develop discipline specific integrated and embedded programs
3. Develop and evaluate resources for learning skills programs in collaboration with other learning skills advisers and librarians
4. Participate in the development of plans, strategies, policies and procedures
5. Provide group and individual learning skills sessions

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field (e.g. education, learning and teaching) with extensive relevant experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated ability to develop and deliver effective learning skills programs within a tertiary environment
3. Excellent communication skills, including the ability to prepare professional documentation for various audiences, advise and negotiate at high levels and maintain discretion
4. Sound organisational and time management skills, including the ability to set priorities and perform well under pressure
5. Demonstrated experience in and capacity to engage with new technologies in teaching and learning environments
6. Capacity to work as a member of multiple teams and to contribute to learning skills and library goals

OTHER JOB RELATED INFORMATION

- 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

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.