

### Details

Area	Senior Deputy Vice Chancellor Academic Portfolio
Team	Deakin University Library
Employment	Senior Staff Performance Contract
Location	Flexible, all campuses
Classification	HEW 10+
Manager Title	Deakin University Librarian

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

### Overview

To provide strategic leadership across the Library's Outreach and Scholarly Services portfolio including oversight of the Library's business partners and scholarly services programs designed to support academic and professional effectiveness across the organisation and maximise the value and impact of the Library through strategic engagement. To contribute to the Library's overall strategic and operational effectiveness, working with the University Librarian and other members of the Library's leadership team to ensure the delivery of the Library Plan, and to build a high performance and inclusive One Library, One Deakin culture.

### Responsibilities include but are not limited to:

- Provide strategic leadership for the Library's scholarly services, ensuring alignment with the university's overall strategy, brand and values. Plan and embed the strategy to guide and inform decision-making and prioritisation of services to support academic and professional effectiveness
- Build the visibility of the Library's work and reputation locally, nationally and internationally through the development of networks, collaborations and key events and presentations stakeholders aligned with the university's strategic priorities in teaching and research
- Provide high-level specialist advice, briefings and presentations on emerging external matters which will impact on the Library's strategy or service delivery
- Advise and support the University Librarian to respond to complex strategic or operational matters, including risk mitigation for the university. Research and develop position papers, submissions, plans, policy documents, guidelines, advice and recommendations on matters

### Accountabilities

- Establish benchmarks for team performance while flexibility managing resource limitations and time constraints. Display flexibility in responding to evolving demands. Foster an environment of continuous learning, encouraging team members by assigning responsibilities and tasks that empower them.
- Lead and motivate team members in resolving conflicts. Collaborate with peers from to identify and implement best practice approaches in strategic workforce management.
- Provide clear, constructive, and timely feedback in a manner that encourages learning and facilitates resolution. Grasp the strategic objectives and align activities accordingly, with a focus on long-term consequences.
- Define unambiguous performance standards and offer timely praise and recognition. Address under-performance promptly. Assume personal accountability for meeting objectives and driving progress. Exhibit proactive initiative by stepping in and fulfilling required tasks. Demonstrate unwavering commitment and drive towards goal achievement.
- Operate within the parameters of university objectives and professional standards. Contribute to XXX strategic direction and foster a collective sense of purpose by illustrating the integration of strategy components and their contribution to higher-level goals.
- Provide advice to senior leaders, influencing the overall direction, focus, and advancement of substantial programs. Monitor the external higher education landscape to inform the continual evolution and relevance of programs, systems, and processes.
- Maintain an unwavering focus on quality control. Foster a proactive approach in addressing stakeholder concerns to successfully deliver agreed-upon key projects.

### Selection

- Qualifications and experience commensurate with appointment at level
- Postgraduate qualifications in Library and Information Science conferring eligibility for Associate Membership of the Australian Library and Information Association, or an equivalent combination of relevant experience and training
- Extensive experience conceptualising, developing and implementing contemporary solutions, strategies and services to achieve a large organisation's objectives
- A sound knowledge and understanding of contemporary relevant discipline practices
- Demonstrated capacity to build and maintain strong and productive relationships with internal and external partners and customers
- Proven ability to exercise judgement, influence others, be flexible and adaptive to environmental changes and priorities, and gain support for new plans, programs or initiatives
- Highly developed consulting, interpersonal, communication (written and oral) and presentation skills
- Demonstrated capacity for analytical and conceptual thought in the diagnosis of problems and in providing innovative, timely, relevant and practical solutions
- High level project management, research and report writing skills
- Demonstrated ability to develop collaborative work teams and proven capability to achieve quality customer service to clients and quality improvement to a wide range of practices and services.

### Capabilities

- **Leads Culture** creates transparent, engaged and inspiring cultures, leads culture change.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Innovates** creates an environment where creativity and innovation are valued.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.
- **Shapes Direction** sets an inspiring purpose, vision and direction, develops strategy.
- **Inspires Results** translates strategic priorities into reality, inspires outcomes through others.
- **Strategic Analysis** uses cross-disciplinary knowledge, intelligence and insights to inform future direction.
- **Navigates Complexity** makes sense of complex issues and responds insightfully.

### Special Requirements

- Infrequent work outside business hours is required (e.g., work at evening or weekend events is required)
- Regular travel will be required between campuses and infrequently for other purposes
- Working with Children Check (refer to Recruitment Procedure)

**Note** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.