



Position Title:	Associate University Librarian (Research & Collections)
Position Classification:	Senior Appointment
Position Number:	100763
Faculty/Office:	Deputy Vice-Chancellor Research
School/Division:	University Library
Centre/Section:	Research & Collections
Supervisor Title:	University Librarian
Supervisor Position Number:	313581

Your work area

The University Library provides information resources, services, systems and spaces to support, stimulate and innovate teaching, learning and research. The University Library is committed to developing and delivering services to be strategic enablers for the University in meeting its goals; enabling and promoting the creation, storage, transfer and seamless access to information and collaborating closely with the University community to deliver innovative solutions for their research, teaching and learning needs.

The University Library has two sections –Research and Collections and Engagement and Experience. Research and Collections provides a range of library services including the acquisition, management and discovery of digital and physical resources; development and delivery of research publication and data management services; and digitisation and other digital initiatives.

Reporting Structure

Reports to: University Librarian

Direct Reports: Library Manager (Collections & Access Services); Library Manager (Research Publications & Data Services)

Your role

As the appointee you will under limited direction, be responsible for leading the Research and Collections section which includes the management of the Library's information resources, University research outputs, digitised collections and associated systems and services. You will play a lead role in the effective management of Library staff, financial resources, strategic and operational planning, project management and continuous improvement of Library services.

Key responsibilities

Provide leadership, management, direction and development to staff within the Research and Collections portfolio, aligning activities with the needs of the University to ensure the provision of high quality and relevant services

Provide staff training, career progression, succession and development

Identify, develop and implement goals, policies, and programmes in the areas of:

- Acquisition, discovery and management of Library collections
- Digitisation, digital asset management, and discovery of selected UWA cultural collections
- Research publications, research data management, and researcher profiles

Lead the development of Library services relating to research and collections

Oversee the formulation of the Library's budget and monitor expenditure

Ensure effective human resource management across the Library including staff development and training

Contribute to the development of Library facilities and spaces

Ensure the Library has effective operational planning and project management processes

Participate, as a member of the Library Executive Team, in strategic planning, policy development, operational planning, project management, and quality improvement

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Extensive management and leadership experience at a senior level and ability to provide training, career progression, succession and development

Excellent leadership, interpersonal and communication skills

A client focussed approach and experience dealing with a range of stakeholders to achieve positive outcomes

Demonstrated high level skills in strategic and operational planning, policy development, resource management and project management

Ability to deliver efficient, effective and innovative Library services

Demonstrated ability to work effectively as a member of a senior management team

Extensive knowledge of current trends and issues in academic libraries and the higher education sector

Special Requirements (selection criteria)

Occasional travel within the state may be required

Represent the University at meetings, seminars and conferences interstate, and overseas as required

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <https://www.uwa.edu.au/policy/home#Code>, <http://www.web.uwa.edu.au/inclusion-diversity>.