

## Position Description

### Senior Coordinator Scholarly Publications

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<b>Position No:</b>	NEW
<b>Department:</b>	Collections & Access Section
<b>School:</b>	Library
<b>Campus/Location:</b>	Melbourne
<b>Classification:</b>	Higher Education Officer Level 8 (HEO8)
<b>Employment Type:</b>	Continuing, Full-Time
<b>Position Supervisor:</b>	Senior Manager Collections & Access
<b>Number:</b>	50144677
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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#### For enquiries only contact:

Arlene O'Sullivan, TEL: (03) 9479 5066 | Email: [A.OSullivan@latrobe.edu.au](mailto:A.OSullivan@latrobe.edu.au)

# Position Description

## Senior Coordinator Scholarly Publications

### Position Context

The La Trobe University Library provides the University with a clear strategic advantage in learning, teaching and research through the provision of the best possible information resources and services to support the University's strategic plan. We connect the La Trobe community with knowledge through integrated scholarly collections, proactive information services, managed learning spaces and best practice information management.

The Scholarly Publications team is within the Collections and Access section of the Scholarly Collections Portfolio.

The team is responsible for the continuous collection of La Trobe University's authored scholarly outputs. The team works across the Library and delivers services in line with the *Library Collection Development and Management Framework* and the *Library Outreach and Engagement Framework*.

The Senior Coordinator leads and co-ordinates the Scholarly Publications team to deliver services to collect, describe and appropriately expose research outputs in all formats. The incumbent works with the Collections and Access leadership group to ensure coordinated strategies are in place to provide timely, cost-effective publication collection repository services for internal and external clients.

The Senior Coordinator Scholarly Publications works across the Library and with the Research Office, the Colleges, ICT and other University partners to drive service improvements and efficiencies to maximise exposure, access and attention to La Trobe University research outputs.

### Duties at this level may include:

- Provide high quality Library experience in all contact modes to ensure every contact with the Scholarly Publications Team is friendly, positive and professional, creating a high standard of service delivery.
- Ensure the timely, accurate, and comprehensive collection of the University's publications collection to support the University's reporting and performance needs.
- Lead the University's repository and publication collection functions to ensure alignment with University strategies.
- Collaborate with the Senior Coordinator Research Partnerships to ensure Research Data Management outreach and engagement activities and programs are connected up with repository outreach across relevant teams.
- Provide leadership and direction in developing capabilities to support the gathering, storage and selective publishing of research outputs.
- Lead the team to provide supporting resources, information and procedures to ensure the Library can assist academics with the management and publication (where appropriate) of their research outputs and updating of academic profiles
- In conjunction with vendors, ICT, the Research Office and other relevant staff, ensure processes, documentation and workflows are in place to enable the team to support the University repository, My Publications and profiles systems
- Manage the collection and management of research outputs, ensuring preservation and integrity of content is maintained
- Develop standards and processes to facilitate discovery, retrieval and selective harvesting to other indexing services of research output metadata and content
- Co-ordinate and regularly review statistics relating to research outputs to inform compliance reporting, best practice and service improvements
- Assess and review publication collection and repository programs to ensure they are consistent with international standards and University and Library policies.

- Monitor and anticipate changes in internal and external environments to identify trends, strengths, weaknesses, opportunities and risks that may present potential strategic opportunities, or have an impact on the Library, to enable appropriate and timely action to be administered.
- Contribute to a culture of evidence-based practice in the Library through data collection, performance measurement and reporting in areas of responsibility.

#### Key Selection Criteria:

- A degree including a research component with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications including a research component, or progress towards postgraduate qualifications with extensive relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience, including experience in a research context.
- Demonstrated expert knowledge and application of current best practice in research repositories, publication collection and open access
- Experience in leading, motivating and developing a customer-focused team
- Demonstrated experience in setting priorities, developing plans, making decisions and evaluating outcomes to deliver effective services
- Demonstrated organisational and problem-solving skills, with an ability to manage complex workflows and concurrent projects
- Demonstrated high-level interpersonal and communication skills and the ability to work collaboratively and cooperatively across teams
- Ability to develop and implement new and innovative approaches to service delivery and process improvement.
- Demonstrated competence to operate and learn with confidence in a digitally connected and evolving environment.

#### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

#### Library Behaviours

Our Library behaviours reflect the La Trobe University Cultural Qualities:

- Connected: We are communicative and consultative
- Innovative: We are brave, innovative, agile and resilient
- Accountable: We are accountable, responsive and empowered to act
- Care: We are supportive, team focused, honest and client centred

#### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.

- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Substantive staff member:	
Date reviewed:	
Reviewed by:	
Approved by:	
Scheduled review date:	

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For Human Resource Use Only

Initials:              Date: