Position Description

Senior Librarian, Metadata and Repository

Collection Services

Division of Library Services

Classification	Level 6
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	N/A
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	August 2021

About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university's eight key performance indicators:

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Our Students	• Commencing progress rate • Student experience
Our Research	• Research income • Research quality and impact
Our People	• All injury frequency rate • Engagement
Our Social Responsibility	• Underlying operating result • Community and partner sentiment

Division of Library Services

Collection Services

The Division of Library Services provides Teaching, Learning and Research support to the University in line with the University's strategic objectives. It has consistent Division-wide policies and practices to sustain excellence in the provision of innovative library services anywhere, anytime. Services are delivered online with face to face services delivered as required on each campus.

Collection Services is responsible for the acquisition, cataloguing and management of resources in all formats across all campuses of the University, as well as coordinating the library information systems and the various integrations. The section manages physical and electronic collections, resolving problems of access and providing advice on metadata for all aspects of the University's digital object management. The section identifies trends in information resource provision and usage and contribute to the development of high quality, client focussed services to on-campus and online students and staff, onshore and offshore. They support equivalency of the learning experience for all students regardless of mode of enrolment.

Organisational chart
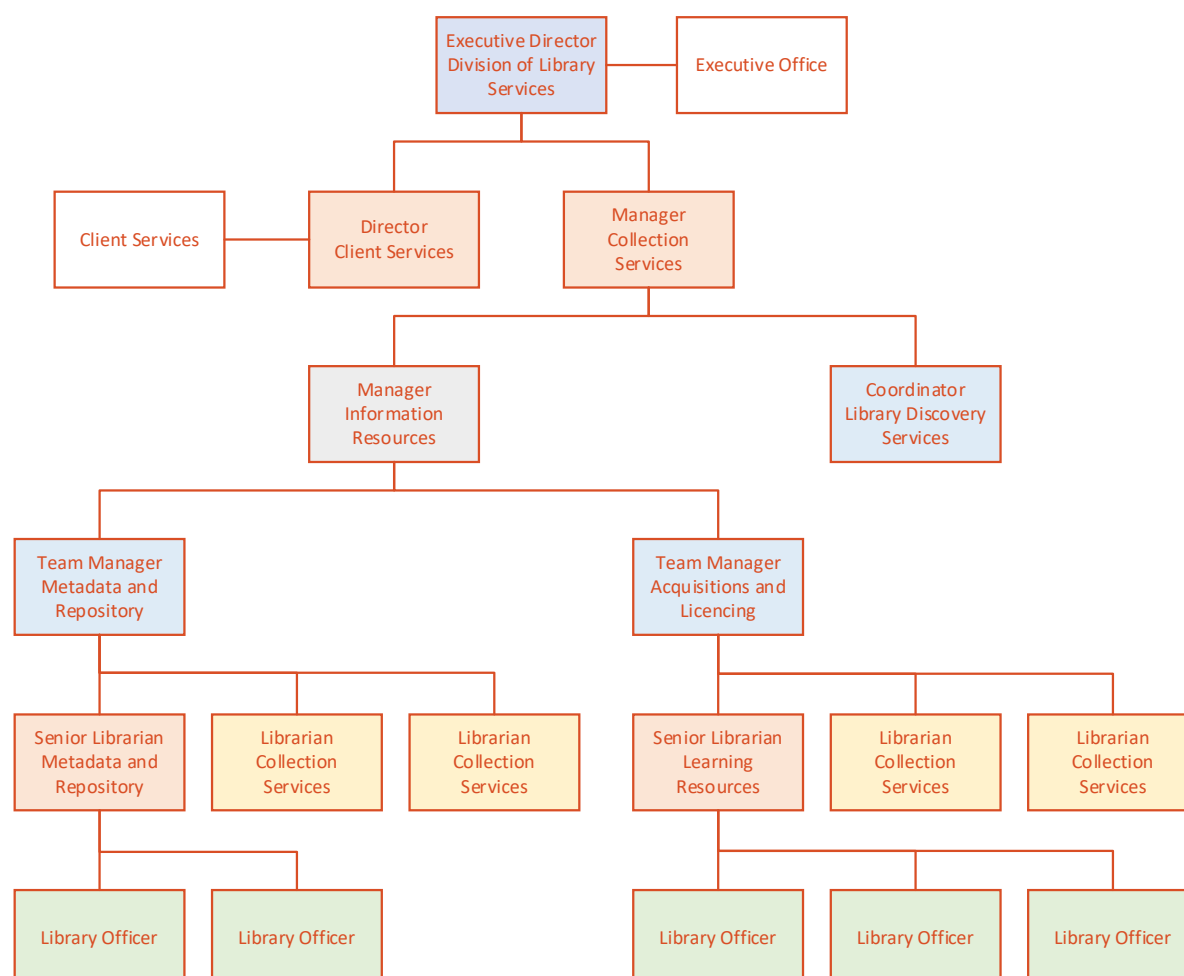
Reporting relationship

This position reports to: Team Manager, Metadata and Repository

This position supervises: 2 x Library Officers, Collection Services (Level 4)

Key working relationships

- Manager Academic Services Research support
- Manager Frontline and Copyright Services
- Team Manager, Acquisitions and Licencing
- Coordinator Library Discovery Services
- Office of Research Services and Graduate Studies
- Senior Librarian Learning Resources

Position overview

The Senior Librarian Metadata & Repository provides guidance and advice in the application of metadata standards across various library resource management systems and discovery tools. They work collaboratively with other librarians, divisions, and researchers to improve the discoverability of library and institutional repository resources. This position also works with the Manager Frontline and Copyright Services and the Manager Academic Services Research Support to provide expert advice, practical support, and training to the university community in matters related to copyrighted materials, as well as supporting the Coordinator Library Discovery Services in the administration and maintenance of the Integrated Library Management System.

Principal responsibilities

- Coordinate library collection, research repository and digital repository tasks including discoverability, metadata quality and accuracy, Open access status and reporting.
- Coordinate the maintenance of the electronic and physical collections.
- Ensures the timely and effective online discovery of the library and research repository collections including but not limited to:
    - Record imports
    - Create and apply normalisation rules
    - Ensure quality metadata
    - Complex troubleshooting as required
- Assists with the administration, configuration, troubleshooting and maintenance of the Integrated Library Management System (ILMS).
- Provides copyright and open access advice, support, and training to the University community.
- Works collaboratively with Client Services, Office of Research Services and Graduate Studies, academic staff, and Higher Degree Research candidates on matters related to research and the research repository.
- Maintains a working knowledge of existing and emerging cataloguing and metadata standards, tools, and best practices, as well as developments in interoperability.
- Supervises a multi-campus team of Library Officers who support various areas within Collection Services (such as Repository, Reading Lists, Document delivery and Acquisitions and subscriptions) including recruitment, performance evaluation, and training as required.

- Enables continuous improvement through training and coaching and the review and improvement of processes and systems.
- Other duties appropriate to the classification as required, including:
  - Participate in Section and Divisional committees, assignments, and projects

Role-specific capabilities

This section comprises capabilities from the Charles Sturt Capability Framework identified as essential or critical for success in this role.

Adapt to change	Explore the reasons for change and be willing to accept new ideas and initiatives.
Apply expertise and technology	Apply, develop, and share specialist and detailed technical expertise, understanding other organisational disciplines.
Lead and supervise	Set directions and standards, delegate, motivate, empower, develop others, recruit talent.
Analyse	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.

- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's Driver Safety Guidelines

- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.

- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.

Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

A. Completion of a degree in Library and Information Science, normally with 2 or more years' subsequent relevant experience, or an equivalent level of knowledge gained through any other combination of education, training and/or experience

B. Eligibility for Associate membership of the Australian Library and Information Association

C. Demonstrated ability to use and apply metadata schemas, rules, standards, bibliographic record editing tools and controlled vocabularies.

D. Sound knowledge of current Australian copyright requirements, open access and open data criteria, and how these apply to the Higher Education environment

E. Well-developed analytical and problem-solving skills and ability to work independently and collaboratively and manage a complex workload with competing priorities with minimum supervision.

F. Demonstrated ability to lead, motivate and develop an effective team.

G. Well-developed oral and written communication skills, interpersonal and negotiation skills, and the ability to build and develop effective relationships and networks.

H. Experience in collection evaluation and maintenance in a learning or research environment.

I. Experience using library applications such as library management systems, reading list solutions, repository, and discovery tools, and demonstrated experience with a national bibliographical utility such as Libraries Australia.

Desirable

J. Recent experience in an academic library

K. Familiarity with Ex Libris products, including Alma, Primo & Leganto Reading list solution

Brisbane
Study Centre

New South Wales

Dubbo

Port Macquarie

Orange

Bathurst

Goulburn
NSW Police Academy

Sydney
Study Centre
Parramatta

Wagga Wagga

Canberra

Albury-Wodonga

Wangaratta
Regional University Study Centre

Victoria

Melbourne
Study Centre