

	<div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="271 100 446 212"> Australian National University </div> <div data-bbox="734 134 1220 190"> <h1>Position Description</h1> </div> </div>
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College/Division:	Scholarly Information Services
Department/Unit:	ANU Library
Position Title:	Manager, Collection Initiatives and Analysis
Classification:	Senior Manager 1 (Administration)
Position No:	TBC
Responsible to:	Senior Manager Collection Access and Discovery
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The Australian National University's Scholarly Information Services (SIS) plays a critical role in enabling and supporting teaching, learning and research. SIS provides unified management and coordination support for a wide range of academic and corporate information resources. The work of SIS is coordinated with services provided by vendors who form a cohesive, university-wide information resources infrastructure upon which the ANU Library needs to report usage and value for budget expenditure. Note the budget spent on collection acquisition is significant (approximately \$12 million per annum)

The Manager, Collection Initiatives and Analysis will lead and have oversight of key Library Projects and business improvement initiatives that directly contribute towards achieving the University's strategic objectives.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Manager, Collection Initiatives and Analysis will oversee the inception, execution and review of key Library initiatives aimed at achieving the University's strategic objective in relation to collections. To achieve this, the Manager, Collection Initiatives and Analysis will work in a small team but will engage with a broad group of stakeholders, including SIS functional teams, other Service Divisions, vendors and external partners as required. The Manager, Collection Initiatives and Analysis is required to deliver business improvements including streamlining workflows, collection analysis and improvements in acquisition processes as well as other initiatives.

Role Statement:

Under the broad direction of the Senior Manager Collection Access and Discovery:

- Deliver key initiatives to improve collection activities including acquisition, metadata workflows and collection review.
- When leading projects, develop and deliver key initiatives, manage stakeholder engagement and review and report on outcomes
- Ensure appropriate leadership of initiatives are established, maintained and supported, and monitor progress to ensure outcomes are met.
- Use the tools to delivery initiatives.
- Undertaken analysis of workflows, collections and processes for improve business processes, efficiencies and effectiveness for the university.
- Develop, implement and maintain a framework and methods for regular and effective communication to inform and engage relevant stakeholders.
- Undertake data analysis and interpretation of information in relation to collections, in accordance with the University Governance framework
- Maintain knowledge and understanding of contemporary and relevant sector-wide approaches and developments in Library developments and share with other members of the team.
- Provide input into the continuous improvement of the project management framework at the University.
- Provide project assistance to project leads where appropriate.

- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Postgraduate qualifications in library and/or information technology and relevant experience or an equivalent combination of experience and education/training. As a guide, experience in this context is likely to be three years.
2. Extensive experience in managing initiatives to deliver improvements to workflows and processes in a Library environment including completing multiple projects on time, within budget and delivering high quality outcomes.
3. Demonstrated high level of interpersonal, negotiation and communication skills, both written and oral, including demonstrated ability to liaise effectively with internal and external key stakeholders.
4. Highly developed analytical, problem solving and organisational skills with an ability to meet priorities, competing deadlines and use of sound judgement in decision making.
5. Demonstrated ability to work as part of a team of people, to provide consistent, responsive and high quality administrative and project support.
6. Demonstrated ability to use management information systems, as well as proficiency in the Microsoft Office suite of programs.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:**Date:****References:**[Professional Staff Classification Descriptors](#)[Academic Minimum Standards](#)

	Australian National University	<h1 style="margin: 0;">Pre-Employment Work Environment Report</h1>
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Position Details

College/Div/Centre	Scholarly Services Information	Dept/School/Section	ANU Library
Position Title	Manager, Collection Initiatives and Analysis	Classification	Senior Manager 1 (Administration)
Position No.	TBC	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:			Date: