



Charles Sturt
University

Position Description



Executive Director, Library Services

Division of Library Services

Classification	Senior Manager Level 3
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Nature of Employment	Fixed term
Date Last Reviewed	April 2021

Division of Library Services

The Division of Library Services supports the University's commitment to excellence in learning, teaching and research through the provision of scholarly information services to the students and staff of the University, its partners and to regional community members.

Charles Sturt operates under the principle of "One University" and the Division's policy is to provide equivalent services to its stakeholder groups regardless of location or mode of enrolment. This is achieved through the provision of high quality online and web-based services, and face to face on campus or at partner institutions.

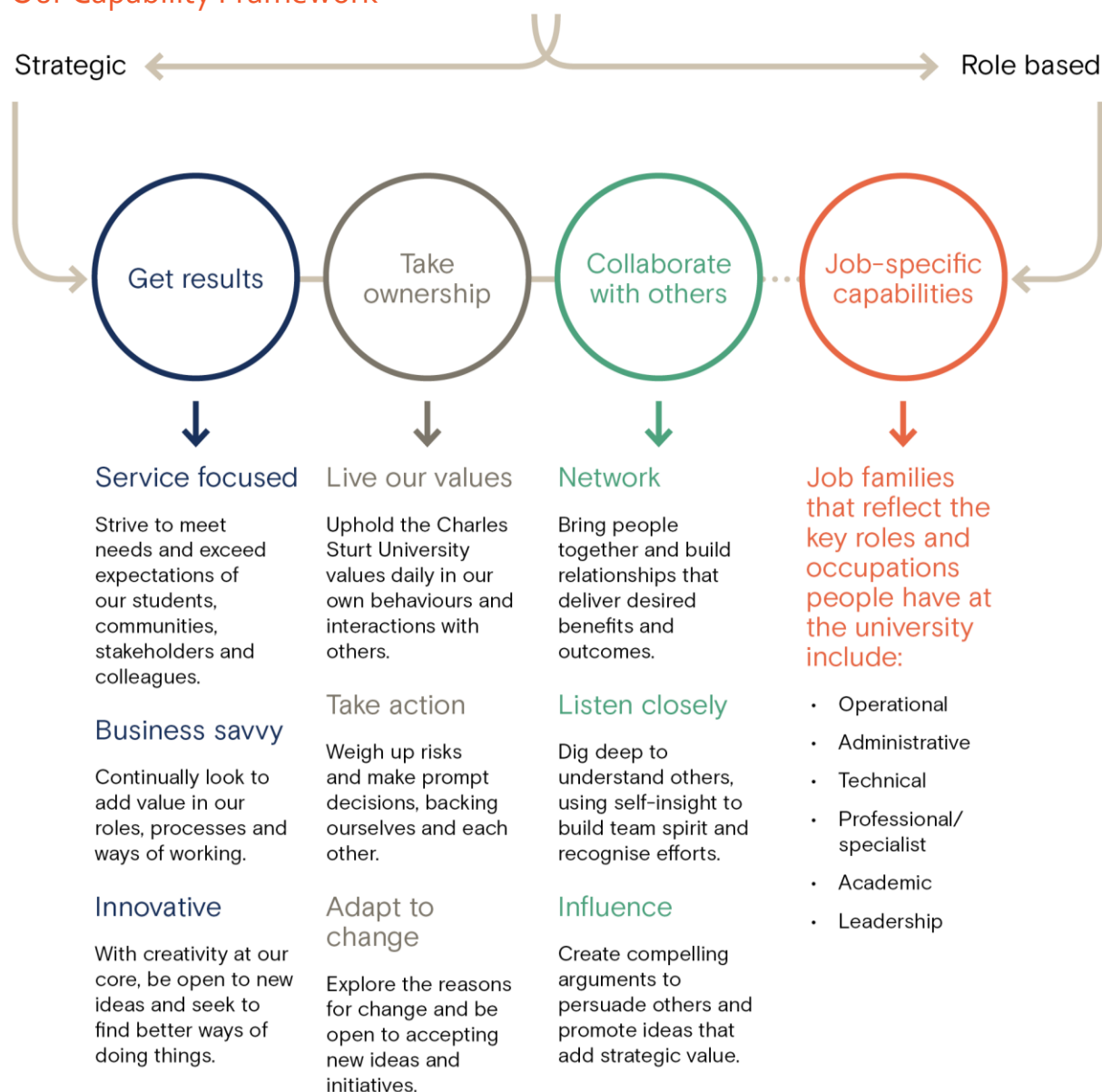
There are six campus libraries onshore: Albury-Wodonga, Bathurst, Dubbo, Orange, Port Macquarie and Wagga Wagga, which provide access to print and online collections, computing facilities and contemporary learning spaces. On campus services to Charles Sturt students enrolled through partner organisations are provided by the partner library under the terms of negotiated service level agreements. Specialist centres are located in Canberra, Goulburn, Manly and Parramatta; study centres in Melbourne, Brisbane and Sydney; and there are partner relationships with universities in Cambodia, China, Germany, Hong Kong, Korea and Malaysia.



Our University Values



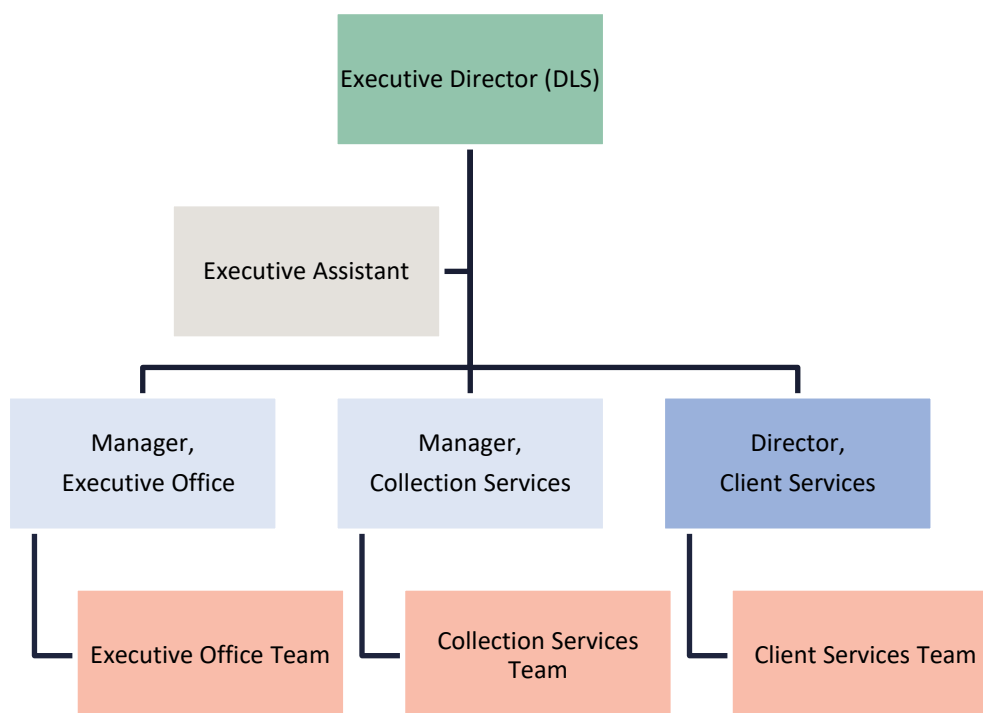
Our Capability Framework





Organisational Chart

Division of Library Services



Reporting relationship

This position reports to: Provost and Deputy Vice Chancellor (Academic)

This position supervises: Director, Client Services
Manager, Collection Services
Manager, Executive Office
Executive Assistant

Key working relationships

- Executive Deans of the Faculties
- Pro Vice-Chancellor, Learning and Teaching
- Members of the Vice-Chancellor's Leadership Team
- Heads of other organisational units of the University



Position overview

The Executive Director leads the Division of Library Services, ensuring that the resources, services and programs of the Division support and enhance the learning, teaching, research and administrative functions of the University. As a senior member of the University, the Executive Director works collaboratively within and outside the University, contributing to the attainment of strategic objectives and providing expert advice in the areas of scholarly information issues.

Principal responsibilities

- Planning, managing and directing the activities of the Division to effectively support the learning, teaching and research of an increasingly global institution in alignment with the University's Strategic Plan.
- Managing the finances of the Division within the terms of the approved budget, and actively pursuing ways to increase University income and contain expenses at the Divisional level.
- Building and preserving comprehensive collections that will support the learning, teaching, and research programs of the University.
- Lead, motivate and support staff in order to promote a cohesive and flexible team committed to the delivery of effective, efficient and client-focussed services to the Division's clients and stakeholders.
- Collaborating and working closely with Faculties, research centres and student support services to implement the strategic objectives of the University.
- Actively promoting an integrated learning environment including embedding library support in course materials; facilitating and taking a leading role in developing library digital services as a key strategic tool for the delivery of information resources and services and for the support of flexible and online learning.
- Providing high-level advice on space utilisation and the development of contemporary, client focussed learning spaces within the Library and Learning Commons.
- Coordinating the provision of copyright advice and training and ensuring appropriate risk management strategies are in place.
- Developing and enhancing effective relationships with partner organisations, including TAFE partners, to ensure the quality and equivalence of sustainable library support services for Charles Sturt students.
- As a senior staff member, contributing to the development of the University by active engagement with the institution, including providing authoritative advice on trends in scholarly communication and participating in University committees.



Role specific capabilities

Service Focused	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, Student welfare, equity & conduct)
Innovative	With creativity at our core, be open to new ideas and seek to find better ways
Adapt to change:	Explore the reasons for change and be willing to accept new ideas and initiatives
Influence	Create compelling arguments to persuade others and promote ideas that add strategic value
Planning and Organising	Setting objectives, planning, establishing contingencies, managing time, resources and people, monitoring progress

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driving Hours Guidelines and Policy](#).



Selection criteria

Applicants are expected to have the following requirements to be considered for this position.

Essential

- A. Relevant post-graduate qualification(s) and eligibility for associate membership of the Australian Library and Information Association.
- B. Extensive experience in library management and comprehensive knowledge and understanding of the issues and challenges associated with delivering digital, scalable and engaging library services in a university environment.
- C. Expertise in formulating and implementing strategic plans that translate into sustainable operational targets, comply with higher education standards and advance high-quality scholarship.
- D. Nurture strong partnerships and is a proactive partner in the goals of the University across teaching, learning, research and engagement.
- E. Successful track record of developing a staffing profile of excellence, with the workforce capabilities to meet the challenges of rapid change and the digital information society.
- F. Excellent people management skills with a sound appreciation of workplace relations issues and a commitment to staff development, equity, diversity, health and safety.
- G. Operational resilience, financial and operational management or a proven record of achievement in the effective management of human, financial, information technology and physical resources in a senior role within a large and complex organisation.

