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POSITION DESCRIPTION

Team Leader, Scholarly Information Resources

Position Level

HEW 7

Faculty/Division

DVC-Academic & Student Life

Position Number

00035362

Original document creation

03/11/ 2021

Position Summary

The Team Leader, Scholarly Information Resources is a key role in the Collection Development and Policy Unit and works closely with the Associate Director, Collection Development Strategies & Policy and team members to continuously improve the Library's procedures around the procurement of information resources. This includes liaising with vendors to ensure negotiated pricing and terms and conditions are accurately reflected in invoicing and licences. The role is also responsible for the day-to-day operational management of the Library information resources budget (LIR) including the accurate reconciliation of library invoices and resolving any discrepancies with relevant parties in a timely manner.

The Team Leader, Scholarly Information Resources leads the evaluation of eBook acquisition models and provides well-informed advice, and support to internal and external clients around emerging collection tools and technologies and publishing models.

The position has two direct reports.

Accountabilities

Specific accountabilities for this role include:

- Coordinate the activities/workflow to support efficient and accurate payment of library invoices from ALMA into the University's financial system (NSF), in accord with internal financial and procurement guidelines.
- Participate in fiscally responsible budget preparations with the Associate Director and Director, Scholarly Collections and Access.

- Ensure library budget entities are reconciled on a monthly basis and follow through with stakeholders to resolve any discrepancies. Report to the Associate Director and Director to provide transparent and timely LIR budget expenditure.
- Lead the evaluation of eBooks purchase models developed using evidence based and demand driven profiles, and UNSW specific parameters.
- In consultation with the Associate Director, review contracts and licences to ensure conditions and terms of use are favourable and consistent with UNSW guidelines, UNSW Library's Collection Development Strategy and meet the needs of UNSW faculty, students and staff. This includes transformative models of scholarly publishing agreements.
- Manage emerging tools and technologies that support non-traditional uses of the library's collections.
- Prepare and participate in the delivery of training sessions about emerging scholarly collection tools, technology and transformative models in scholarly publishing, in collaboration with library and divisional colleagues.
- Prepare, analyse and report on information resources usage statistics to meet internal university and Council of Australian University Librarian (CAUL) consortia requirements
- Regularly undertake cost benefit analysis for collection services delivered through 3rd party agreements and work with Associate Director to implement alternative practices.
- Supervise a team of staff and set priorities within the available budget.
- Analyse, evaluate and report on the Team's performance against agreed targets.
- Contribute to library policy and planning as a member of the Library's management team.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A degree from a higher education institution with substantial relevant experience or any other equivalent combination of knowledge, training and/or experience.
- Demonstrated ability to lead and motivate a team in a dynamic, matrix working environment and to encourage collaborative working relationships to achieve goals.
- Demonstrated experience in the operational management of financial processes related to subscription or acquisition or scholarly resources in an academic library or equivalent environment.
- High-level experience in collecting, interpreting, and reporting complex information and data, especially as applied to collection development statistical requirements.
- Experience in reviewing and analysing publisher licences related to scholarly information resources in an academic or research library setting
- Sound understanding of the scholarly publishing ecosystem, and emerging models that support open access publishing as they apply to a research intensive university
- Excellent communication, presentation and interpersonal skills. Experience in building positive stakeholder relationships and influencing decision making as needed.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-employment checks required for this position

- Verification of qualification

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.