INFORMATION RESOURCES LIBRARIAN

DEPARTMENT/UNIT	Monash University Library
FACULTY/DIVISION	Provost and Senior Vice-President
CLASSIFICATION	HEW Level 5
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu.

The **Provost & Senior Vice‑President** is the Chief Academic Officer of the University and is responsible for: setting the University's academic strategy and priorities with view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and University‑wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

Monash University Library is one of Australia's leading academic libraries with a long‑standing reputation for a comprehensive scholarly collection, technological innovation and professional excellence. We strengthen the University by providing outstanding scholarly resources and study facilities and through leadership in research skills development, scholarly communication and use of technology. For more on the work we do, please visit our website.

POSITION PURPOSE

The Information Resources Librarian works as part of a team to contribute to a comprehensive range of collection development and management services including promotion of scholarly resources. This role requires experience in electronic resource acquisition, including licensing and negotiating with vendors and consortia. The Information Resources Librarian initiates and administers projects under direction, provides training and guidance to Library team members in the application of those projects, as well as analysing and resolving complex issues. The Information Resources Librarian works in close collaboration with end users, library staff, academics, and external vendors to lead change and further library goals.

Reporting Line: The position reports to a Library Manager, under general direction

Supervisory Responsibilities: Not Applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to collection development and management of scholarly resources

2. Plan, implement and manage a range of complex activities to enable access to library resources, services and programs. This includes recommending collection acquisitions, negotiating and maintaining electronic licenses and subscriptions, analysing access and new functionality issues, and producing metrics and reports in accordance with agreed standards and timeframes

3. Undertake activities related to supporting text and data mining and research data management

4. Deliver high-level and effective services to clients and stakeholders via face to face and online methods, including prompt issue resolution and provision of advice in identifying, accessing and using resources

5. Develop professional expertise in collection development and management in alignment with library strategic goals and the broader success of the Library

6. Actively participate in, develop, and implement continuous improvement activities relating to library practices, team activities, and customer service excellence

7. Monitor new developments in information services, resources, and programs and advise on their applicability

8. Provide sound and timely specialist advice and inform and educate library staff in processes and procedures and assist clients and stakeholders in understanding compliance requirements as well as identifying, accessing and using scholarly resources

9. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders for efficient service delivery

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

   - A tertiary qualification in a relevant field (e.g. librarianship or information management); or
   - completion of an advanced diploma with subsequent relevant work experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated capacity to provide effective information services, resources, and programs

3. Demonstrated presentation skills with the ability to prepare and deliver evidence-based support for return on investment analyses of scholarly resources for various audiences

4. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines within a complex and changing environment

5. Well-developed information technology and computer application skills for effectively operating in the digital environment

6. Highly-developed communication skills, including the ability to liaise effectively with staff, students, external vendors and other stakeholders

7. Demonstrated ability to work effectively with limited supervision and as part of a collaborative team

8. Proven analytical and problem-solving skills together with strong attention to detail

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.