

POSITION TITLE	Associate Director – Collections
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FACULTY/INSTITUTE/DIVISION	Academic Division
SCHOOL/SECTION	Library
CAMPUS	Hobart
CLASSIFICATION	HEO10
DATE	November 2018

POSITION SUMMARY

Founded in 1890, the University of Tasmania is ranked in the top two percent of universities worldwide and in the top ten research universities in Australia. The University has a strong and distinctive Tasmanian identity which underpins teaching and research that is international in scope, vision and standards.

Led by the Provost, the Academic Division brings the Library together with the activities of Academic Development and Governance, Student Experience, Curriculum, Scholarship and Quality, and Regions, Pathways, Partnerships and Participation. These Divisional portfolios contribute to a strong academic structure which supports Colleges, Schools and Institutes and aligns related activities to support successful student learning outcomes and experience, excellence in teaching and research and engagement with the community.

The Library proactively anticipates and responds to the changing needs of the University and the community by partnering with stakeholders to provide engaging environments, research skills and discovery and access to scholarly content.

This is a time of transformation with the University's Collections recently moved to the Library portfolio. The Library is investing in improving discovery and access to the University's Collections in innovative ways, particularly embracing the digital age. The University's Collections include over 20 cultural, heritage, scientific and historical collections dispersed across sites and disciplines, ranging from art, geological samples, specimens, craft and design objects, manuscripts, photographs and rare books. The Collections are considered core institutional assets that underpin learning and teaching, research and community engagement in the University. The University has several gallery and museum spaces with an extensive exhibition program. The University is transforming campuses, and the way we teach, providing an exciting opportunity for the University's Collections to be an intrinsic part of this transformation.

The Associate Director – Collections provides vision, direction and leadership for management and governance of the University's Collections. The Associate Director – Collections develops strategy, policy and guidelines for the acquisition, management, presentation and preservation of these collections. Facilitating access, maximising visibility and engagement with learning and teaching and research is a key component of this role.

The role is required to drive change, developing innovative ways to enhance the online and digital presence of the collections, exploring the potential for object-based learning and improved utilisation of the collection for research and use by the community.

POSITION RELATIONSHIPS

Supervisor	University Librarian
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Direct reports	<ul style="list-style-type: none"> • Senior Librarian (Collections) • Registrars and Keepers of Fine Art Collection; John Elliott Classics Collection • Academic Director, Collections
Other	<p>The Associate Director – Collections works in close collaboration with the Associate Director (Library Services). The Associate Director – Collections also works with other senior roles in the Academic Division and Colleges and maintains effective stakeholder relationships with:</p> <ul style="list-style-type: none"> • Senior academic and administrative officers of the University • College custodians, curators and keepers of collections • Academic and professional staff • Senior staff of other libraries in the higher education sector nationally and of other cultural organisations locally and nationally • Galleries, Libraries, Archives and Museum sector • Donors and benefactors

KEY ACCOUNTABILITIES AND OUTCOMES

1.	Provide innovative leadership to drive high-level objectives and fulfil operational responsibilities, including articulating a vision and strategic plan for the Library and University's Collections to communicate the importance, value and contribution to the University's strategic priorities and objectives.
2.	Plan and implement collection governance, policy and processes to meet preservation and curatorial standards, including improving the digital presence of the collections.
3.	Lead and promote the collections through innovative exhibitions, projects and activities that are creative audience focussed experiences that support the University's learning and teaching, and research agenda, in a range of settings within the University, community and online.
4.	Proactively improve the utilisation of and funding for collections, including identifying new opportunities for the effective and economic expansion and utilisation of the collection.
5.	Oversee and play a key role in establishing an identity for the collections that can be communicated and marketed to bring kudos to the University of Tasmania.
6.	Establish a team culture with specialists, curators and staff from diverse and dispersed collections to deliver effective and efficient outcomes, with a strong service ethic. Manage staff performance and professional development to build capacity across the organisation.
7.	Foster and manage relationships with stakeholders including: strategic partners, current and potential donors, volunteers, local, national and international galleries, libraries, archives and museums to support collaboration in the discovery and access to collections.
8.	Manage a significant budget for the acquisition, maintenance and exhibition of collections. Develop budgets and prepare financial reports as required.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The position operates with a high degree of autonomy in consultation with the University Librarian and may act as University Librarian in the absence of the incumbent.

The position exercises extensive cross-campus responsibilities with a wide and diverse range of Library functions and services and has carriage of major projects within resource budgets.

The position may be responsible for or represent the Library on a number of high-level committees, strategic working groups, projects and initiatives within the University. The position may also represent the University Library when liaising with senior staff of other Galleries, Libraries, Archives and Museum (GLAM) sector.

POSITION CRITERIA

Essential Requirements

1. Post graduate qualifications in a relevant discipline with management and supervisory experience, or an equivalent combination of relevant training and/or experience within cultural institutions, libraries, museums and/or higher education sector or similar environment.
2. Extensive expertise and experience in the management and preservation of large and diverse collections to support learning and teaching, and research.
3. Strong understanding of industry standards, platforms and technologies for galleries, museums, art and libraries.
4. Experience in the marketing, promotion and management of exhibitions and special events.
5. Extensive experience in building partnerships and managing complex stakeholder relationships.
6. Exceptional communication, interpersonal, problem solving, negotiation and presentation skills, including the ability to collaborate with others to achieve strategic and operational objectives.
7. Proven skills in building and leading high-performance teams, including the ability to innovate, drive and implement effective organisational change.
8. Demonstrated high level strategic planning, policy development, and governance in a large and complex organisation.

Desirable Attributes

1. Previous experience working in, or knowledge of the higher education sector.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

UTAS STATEMENT OF VALUES

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STATEMENT OF VALUES

We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can