

Position Description

Director, Teaching Services and Academic Engagement

Position Number: 00063644
Position Title: Director, Teaching Services and Academic Engagement
Date Written: September 2018

Faculty / Division: DVC Academic
School / Unit: UNSW Library
Position Level: Senior Appointment

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.



Values in Action
Our UNSW Behaviours



Builds
Collaboration



Embraces
Diversity



Displays
Respect



Demonstrates
Excellence



Drives
Innovation

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Library is one of Australia's major research libraries, with extensive scholarly information resources, services and facilities. It serves a large population of academic and research staff and students on two campuses and affiliated research institutes. The Library serves 3 million in-person visitors and 20 million online interactions a year and features world class collections, services and facilities. There are three library sites including Main Library and Herbert Smith Freehills Law Library (Kensington) and the Paddington Campus Library as well as a close working relationship with the Academy Library - UNSW Canberra – Australian Defence Force Academy (ADFA). The Library is a department within the Division of the Deputy Vice-Chancellor Academic (DVCA).

The Director, Teaching Services and Academic Engagement is a member of the Library Executive Team and provides strategic leadership to the development and delivery of the Library's teaching services, academic engagement programs and collection development policies.

The Director, Teaching Services and Academic Engagement reports into the University Librarian and has five direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Provide transformative leadership to a diverse workforce and complex organisation during a period of rapid change.
- Manage the Library's Information Resources budget and ensure it is used to work towards the achievement of the goals of the division and the University.
- Lead the Library's teaching services and infrastructure, including the ELISE online tutorial and quiz, Leganto course readings management system, and digital learning objects to support university staff with the attainment of educational goals.
- Lead the Library's participation in university curriculum development reform initiatives in collaboration with university partners including the Pro Vice Chancellor Education (PVC-E) Portfolio and faculties and university-wide projects such as the 'Inspire Program' (course redevelopment). Ensure library resources are appropriately selected and integrated into university blended and online courses.
- Lead the development and delivery of the Library's professional information, advice, consultancy, engagement and outreach services to postgraduate students and university staff in order to promote library services to clients and ensure library services and collections are integrated into the curriculum.
- Lead the Library's collection development processes, including selection, licensing, procurement, maintenance, review and deselection. Ensure the Library's collections are relevant, and effectively support the university's learning, teaching and research needs.
- Lead the description, configuration and provision of all licenced, open access or library-owned electronic information resources and course resources to UNSW Library users.
- Work with the University Librarian to define and communicate the role of the Library in the University.
- Represent the University Librarian and the University Library as required.
- Implement the UNSW Health and safety management system within your area of responsibility.

SELECTION CRITERIA

- A relevant postgraduate qualification with substantial experience at a senior level or an equivalent level of knowledge gained through any other combination of education, training and/or experience. Substantial prior experience at a senior level within a large academic, research or cultural institution would be considered favourably.
- Demonstrated ability to build and maintain strategic relationships across the university, including senior academics.
- Demonstrated knowledge of higher education trends, curriculum design and digital learning pedagogies.
- Demonstrated experience leading the development and delivery of expert teaching and curriculum support programs.
- Demonstrated experience in developing collection development policies and practices, , including selection, licensing, procurement, maintenance, review and deselection, to ensure library collections meet learning, teaching and research requirements.
- Demonstrated well developed leadership and management skills applied to the operation of substantial staffing, budgetary and infrastructure resources.
- Excellent interpersonal, communication and presentation skills with the ability to build and sustain effective, collaborative professional relationships.
- Demonstrated ability to exercise initiative, independent judgement and apply problem-solving skills.
- Demonstrated capacity to think strategically, drawing on information from multiple sources.
- Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.