



POSITION DESCRIPTION – General Staff
For levels 6/7 and above

Position Title: Team Leader Scholarly Content Level: 6/7
 Faculty/Division: Academic Services Division Department: Library

Primary purpose of the position:

The Team Leader Scholarly Content is responsible for leading the team in digitisation, metadata, research data management, digital thesis functions, and UOW publication management and reporting, ensuring established standards are met, reviewed and reported.

Position Environment:

The Library aims to embed best practice principles into all elements of resource management – human, physical and financial to achieve and sustain recognised excellence in information provision and services which contribute to the achievement of the University’s goals of excellence in teaching, research and the student experience. The Library’s performance is regularly assessed through national benchmarking exercises, institutional reviews (e.g. AUQA, TEQSA) and attainment of certification against recognised standards of excellence, e.g. Australian Business Excellence and *Investors in People*. The Library was the first organisation in Australasia to achieve *Investors in People* Silver status recognition under a new certification framework in 2010.

The Library’s organisational culture is based on the following values and personal attributes:

Values	Personal Attributes
<ul style="list-style-type: none"> • People First • Open Communication • Integrity • Commitment • Initiative • Collaboration • Sharing Knowledge and Learning 	<ul style="list-style-type: none"> • <i>Approachable</i> – friendly, patient, receptive, accessible • <i>Reliable</i> – dependable, responsible, consistent, trustworthy • <i>Self Aware</i> –willing to reflect on own actions • <i>Positive</i> – optimistic, enthusiastic, forward looking, ‘can do’ attitude • <i>Flexible</i> – open to change, adaptable, resourceful • <i>Ethical</i> – honest, principled

Our environment is complex and constantly changing. A challenging work environment results from developments in information technology and communication networks, the internationalisation of the University, alternative modes of teaching and remote access to university education, increasing emphasis on client service and the diversity of the University community.

Strategic initiatives and objectives are developed in alignment with University goals as part of the annual strategic planning process in which all Library teams participate. Library goals are met through cross team projects and team plans which are guided by the Vision, Mission and Goals and the Library’s performance indicator framework.

A range of training and development opportunities enables staff to meet the challenges of change and to pursue their career goals. In turn, each staff member has an individual responsibility to contribute to the improvement of processes within their team and throughout the Library.

Structure

Three divisions: Client Services, Resources and Technology Services. The structure is primarily team-based with minimum emphasis on traditional hierarchy.

Team Environment

The Team Leader Scholarly Content is a member of the Scholarly Content Team which operates within the Resources Division. The team's core business process is:

- Making UOW research content discoverable

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Performance Indicators	% of time
1.	<p>Provides effective leadership and direction to the Scholarly Content team including:</p> <ul style="list-style-type: none"> • coordinates daily activities of the team • prepares team performance reports, analyses trend data and provides results against performance indicators • coordinates selection, induction, probation and satisfactory performance processes • undertakes performance planning and provide feedback on career plans • coordinates training and development needs 	Effective team and individual performance	<p>Planning success</p> <p>Operational excellence</p>	35
2.	<p>Leads the Scholarly Content team in the delivery of UOW publication management support through:</p> <ul style="list-style-type: none"> • liaison with stakeholders to identify and collect UOW publications • finalisation of UOW publications for HERDC and ERA • liaison with the Reporting and Data Management unit and the Research Services Office regarding data quality and management • facilitating the discovery of UOW research data sets • liaison with the Manager Repository Services regarding the population of UOW publications into the institutional repository 	UOW stakeholder needs aligned with Library services	<p>Impact</p> <p>Operational excellence</p>	35
3.	<p>Coordinates the digitisation workload in the team through:</p> <ul style="list-style-type: none"> • liaison with the Copyright and Digitisation Officer and Archives to identify digitisation priorities • organising staff and resources for digitisation projects • facilitating the management of metadata for UOW digitised collections within internal and external systems 	Access to unique UOW collections	<p>Effective and efficient resource management</p> <p>Client satisfaction</p>	10

4	Initiates and exercises strategy through: <ul style="list-style-type: none"> • Effective contribution and leadership in team and Library meetings • Projects, gathering and analysing data to support decision making processes of the team and Library • Fostering agile and flexible approaches to problem solving and improvements needed 	Project ourcomes which meet the needs of clients Constructive contribution to decision making and planning processes	Operational excellence Planning success	10
5.	Liases with other teams, library clients and units across campus on changes to existing policies and practices that impact on UOW outputs	Alignment of team policies with the strategic direction of the Library and the University	Planning success	5
6.	Monitors developments in metadata standards and provide recommendations for their application to Library resource description practices for UOW publications	Effective access to quality metadata records	Planning success	5
7.	Observes Employment Equity and Diversity principles and practices	Fair treatment in the workplace		Ongoing
8.	Observes OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	A safe work environment for self and others		Ongoing

Reporting Relationships:

Position Reports to:	Manager, Scholarly Content
The position supervises the following positions:	Scholarly Content Officers, Metadata Officer

Key Challenges

1. Management of UOW publication and research data collections within changing higher education and academic publishing environments
2. Facilitating continuous improvement to team systems, processes and procedures in collaboration with stakeholders
3. Ensuring standards in metadata management are applied towards optimizing interoperability and access to digital collections

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Selection Criteria – Knowledge, Skills & Competencies:

Essential Knowledge & Skills

- demonstrated ability to develop and lead effective cross-functional teams
- sound understanding of the research and publishing environments in higher education and experience in planning and leading information, research or data management projects
- excellent interpersonal, oral and written communication skills, including the ability to prepare high level reports
- demonstrated organisational, analytical and problem solving skills
- understanding of the application of data management technologies and standards, including institutional repositories, metadata schemas, encoding standards (e.g. XML) and controlled vocabularies

Essential Competencies:

- commits to the planning and achievement of team goals and objectives
- initiates and implements client centred services
- interacts effectively with a wide variety of people
- takes responsibility for individual goals and self improvement
- commits to continuously improving products and services

Selection Criteria – Education and Experience:

Essential Education & Experience:

- completion of a degree or completion of an associate diploma with at least two years relevant experience or an equivalent combination of relevant experience and/or education/training

Special Job Requirements:

May be rostered to work at a service point between the hours 8 am – 10.15 pm Monday to Saturday

Organisational Chart:

Please attach an up to date organisational chart to this position description.

Approval:

Approved by Head of Unit: Margie Jantti, Director Library Services Date: October 2013

Approved by Human Resources: _____ Date: