POSITION DESCRIPTION – General Staff
For levels 1 to 5

Position Title:	Metadata Officer	Level:	5
Faculty/Division:	Academic Services Division	Department:	Library

Primary purpose of the position:

The Metadata Officer is responsible for creating metadata for all formats of material and advising on current and future developments in metadata standards.

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.

Values	We agree to:
Excellence	Actively listen and respond to the needs and expectations of our clients and stakeholders Design and deliver outstanding services noted for their high quality and relevance Take pride in continuously enhancing our performance
Integrity	Gain the trust and respect of others through ethical, principled and considered actions; be truthful and honest Be transparent and responsible for plans, decisions and communications Advocate on behalf of clients for the best possible access to information
Courage	Face issues and opportunities with honesty, energy and a determination to succeed Encourage and support risk-taking within the parameters of the vision, mission and goals of the Library and those of the University Be prepared to acknowledge and learn from mistakes
Collaboration	Optimise available skills, knowledge and resources for mutual benefit and success Seek out and embrace opportunities to engage with others to enhance efficiency, effectiveness and outcomes
Transformation	Exercise initiative to assess and adjust practices for relevance and value Actively seek out and implement creative and innovative solutions aligned to agreed priorities and new and emerging standards of excellence Respect past achievements and learnings in the context of being a learning organisation Be accepting and embracing of change

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
The Library is made up of two divisions: Client Solutions and Collections and Research Infrastructure; and the Administration Team. The structure is primarily team-based with minimum emphasis on traditional hierarchy.

Team Environment
The Metadata Officer is a member of the Resource Sharing Team which operates within the Collections and Research Infrastructure division. The team's core business processes include:

- Managing access to supplementary materials through resource sharing initiatives and making course materials available (ereadings)

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Performance Indicators	% of Time
1.	Metadata support for all formats of UOW and other scholarly content requiring original description such as: • ereadings • digital learning objects • research publications • archival collections • research data	Accurate and accessible records within Library platforms	Client and stakeholder satisfaction Materials availability	40
2.	Maintain data integrity and integration across a diverse range of Library platforms through authority control, metadata and schema development and adherence to standards. Library platforms including: • Equella • Relais • UOW Archives Online • Research Online • Library catalogues	High standard of system and data integration	Materials availability Client and stakeholder satisfaction	40
3.	Effective contribution to team meetings, achievement of team goals, and Library-wide initiatives including: • Projects, gathering and analysing data to support decision making processes of the team and Library • Demonstrated agile and flexible approaches to problem solving and improvements needed	Constructive contribution to decision making and planning processes	Planning success	15
4.	Develops and maintains professional knowledge and capability including: • Monitors developments in data and technology standards relevant to scholarly information and resources • Maintains current knowledge of relevant library systems and platforms	Constructive contribution to decision making and planning processes Current and efficient metadata and cataloguing practices	Operational excellence Planning success	5

5.	Observe Employment Equity and Diversity principles and practices.	Fair treatment in the workplace		Ongoing
6.	Observe WH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	A safe working environment for self & others.		Ongoing

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.

Reporting Relationships:

Position Reports to:	Team Leader Resource Sharing
The position supervises the following positions:	General supervision of staff involved in metadata duties

SELECTION CRITERIA - Knowledge, Skills & Competencies:

Essential Knowledge & Skills:
- demonstrated knowledge and experience in interpreting, explaining and applying metadata, cataloguing and other content description standards
- demonstrated strong communication and technical skills and their application in support of collaborative projects and initiatives
- demonstrated agility and capacity to deliver creative solutions in response to changes within the scholarly content environment.

Essential Competencies:
- manages multiple tasks effectively
- commits to the planning and achievement of team goals and objectives
- 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:

- 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
- experience in the use of software applications and library management systems

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. http://www.library.uow.edu.au/about/UOW055130.html

Approval:

Approved by Head of Unit: Margie Jantti, Director Library Services   Date: September 2014

Approved by Personnel: _____   Date: _____