UNIVERSITY OF WOLLONGONG

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

Position Title:	Associate Director, Collections and Research Infrastructure		Level:	10
Faculty/Division:	DVC Academic	Department: Library	Position No:	71187

Primary purpose of the position:

The Associate Director, Collections and Research Infrastructure is a member of the Executive Committee and is responsible for contributing to the strategic direction of the Library with particular responsibility for leading the Collections and Research Infrastructure Division; assuring alignment of services, resources and infrastructure with the University's strategic priorities.

Position Environment:

The Library's commitment to exceptional service, focussing on the unique needs of students and staff sets us apart. We strive to design and deliver collections and innovative services that promote and support world-class research, teaching and scholarship and an enriched student experience.

Library Structure:

Strategic initiatives are aligned to University goals and team plans are guided by the University's and Library's Vision and measured through Performance Indicators. The Library is made of up two divisions: Client Solutions and Collections and Research Infrastructure and; the Administration Team.

Organisational Culture:

We have a collaborative, collegial and positive culture; promoting an environment where staff are engaged and open to change. The Library Values underscore the culture of the Library and Vision that we aspire to.

- Values: Excellence; Integrity; Courage; Collaboration; Transformation

- People: Our people are characterised by their ability to engage with genuine opportunities to transform practices, services and themselves

- Success Profiles: Success Profiles outline agreed staff competencies, mapping a continuous development process of acquiring and increasing skills and knowledge to support professional growth and excellence

Key Priorities:

- Developing relevant, multi-format collections to support the research, teaching and learning needs for increasingly dispersed client groups
- Aiding the discovery and accessibility of digital content regardless of storage and management systems (e.g. Research Online, research information systems integration)
- Managing the information resources budget in a period of change for academic publishing

Major Accountabilities/Responsibilities:

In order of importance

	Responsibilities	Outcome	Performance Indicators	% of Time
1	Strategically plan, develop, implement and review strategies, policies and practices to innovate discovery, access and engagement with information resources, for all Library clients and locations (on and offshore)	Policies and plans which are aligned to the Library and University Vision, Mission and Goals	Planning success	
2	Provide leadership, direction and quality assurance for the Collection Development, Collection Services and Resource Sharing, Scholarly Content Services teams and Repository Services	Processes recognised as best practice	Planning success	
3	Lead the promotion, integration and further development of electronic, digital and print information resources to meet the needs of clients on and off campus	Accessible information resources, integral to the teaching, learning and research needs of clients	Collection relevance Client satisfaction	
4	Plan, allocate, monitor and review resources – physical, human, information and financial for the Resources Division	Optimal use of resources	Planning success	
5	Provide leadership for the integration of research publications administration systems with the University's research infrastructure	Streamlined, integrated and effective management and reporting systems Optimal discovery of UOW research outputs		
6	Direct the budgeting, allocation and expenditure of information resource funds	Optimal allocation and full expenditure within calendar year	Budget expenditure Effective use of Information Resource funds	
7	Facilitate and implement change and innovation in areas of responsibility aligned to the strategic direction of the Library and the University	Organisational potential is fully realised Value for clients and stakeholders is continually enhanced	Planning success	
8	Build effective networks and partnerships across the Library, University and external groups to achieve the Vision, Mission and Goals of the Library and the University	Excellent relationships leading to sound decisions Recognition as a leader and indispensable partner with relevant groups	Partnership success	
9	Deputise for the Director Library Services as required including representation on committees as appropriate	Effective representation of Library interests on University Committees Effective and efficient management of the Library		As required
10	Observe principles and practices of Equal Employment Opportunity	Fair treatment in the workplace		Ongoing
11	Observe OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	A safe working environment for self & others		Ongoing

Key Relationships:

Contacts:	Purpose and Frequency:
Library clients	As needed to respond to feedback, surveys etc
Library Staff	Regularly – coordinator, project direction
Library Suppliers	Regularly – financial, licensing and service agreements
External organisations (LIS and non-LIS)	As needed to support projects, systems, information
Academic and administrative staff	Regularly – formal and informal – projects etc

Reporting Relationships:

Position Reports to:	Director Library Services
The position supervises the following positions:	Manager Library Resources
	Manager Scholarly Content
Other Key Contacts:	Financial Services
	Research Services Division
	Information Management and Technology Services Division

SELECTION CRITERIA – Knowledge & Skills

Essential:
- Demonstrated leadership in the development of nimble, high performance teams
- Flexibility and capacity to identify and manage competing strategic priorities in a changing environment
- Proven track record for innovation and strategic change management to lead the development of technological solutions for access to information
- Significant knowledge of current and future trends in academic publishing and scholarly communications
- Excellent advocacy and communication skills

SELECTION CRITERIA - Education & Experience

Essential:
- A recognised degree in a relevant discipline plus postgraduate qualifications or progress towards postgraduate qualifications or qualifications and experience deemed to be equivalent
- Demonstrated leadership and management experience in libraries and information services
- Significant experience in managing financial resources, collections and online access to resources

Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff
- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document Roles And Responsibilities for WHS and WHS Management System.

Additional Responsibilities for Staff with supervisory responsibilities
- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.

Position Description for Levels 6/7 and above

- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

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.