



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

Position Title: Learning and Research Services Librarian Level: 6/7
Faculty/Division: DVC Academic Department: Library Position No:

Primary purpose of the position:

The Learning and Research Services Librarian supports learning, teaching and research through the delivery of a range of professional services and by contributing to the appropriate development of the Library collection. This ensures the provision of a range of client focused high quality scholarly information services that align to the strategic outcomes of the University including supporting curriculum transformation, technology enhanced learning; the development of academic research skills and graduate qualities in students and the provision of high impact research support

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:

- Development and delivery of sustainable, relevant and technologically- enriched learning tools and programs into curricula across a range of disciplines and cohorts
- Responding in a timely manner to complex requests for relevant services and resources from a range of internal and external clients
- Assisting with collection development to support key research and learning discipline areas
- Maintaining currency and skills in online scholarly environments

Major Accountabilities/Responsibilities:

In order of importance

Responsibilities		Outcome	Performance Indicators	% of Time
1.	Provides information and research services to staff and students including: <ul style="list-style-type: none"> • Supply a range of reports and supporting data to inform academic staff of publication indicators, including strategies to increase impact of research outputs • Conduct individual research consultations and deliver high impact presentations • Staff the reference service points and online help services • Liaise with academic staff to determine the effective and efficient delivery of academic research skills development supporting the attainment of UOW graduate learning outcomes • Develop and integrate innovative teaching technologies 	UOW Researchers are provided with end-point products to optimise their time Structured specialist research consultations in disciplinary areas of expertise contribute to better research and learning outcomes for staff and students	Demand Impact	50
2.	Develops and maintains professional knowledge and capability including: <ul style="list-style-type: none"> • Maintaining awareness of developments in electronic and online resources and proficiency in their use; broadening and deepening disciplinary areas of expertise • Remaining current with relevant search tools and literature types to support the discovery of scholarly content 	Services, content and products are relevant to the learning, teaching and research needs of the University	Operational Excellence Demand	20
3.	Contributes discipline expertise to inform the achievement of the Library's strategic objectives including: <ul style="list-style-type: none"> • Assist with the development of content profiles to reflect faculty and research content needs • Liaise with Faculty to select and de-select scholarly resources and develop the collection using appropriate selection tools 	Relevant and up-to-date profiles used by faculty and library to determine collection development Collections which are current and meet the needs of students and faculty	Demand Collection relevance	15
4.	Effective contribution to team meetings, achievement of team goals and Library-wide initiatives including: <ul style="list-style-type: none"> • Projects, gathering and analysing data to support decision making processes of the team and Library • Demonstrating agile and flexible approaches to problem solving and improvements needed 	Constructive contribution to decision making and planning processes	Planning success	15
5.	Supervise the afterhours operation of the Library	Effective supervision of casual staff and building management	Leadership effectiveness	As required
6.	Observe principles and practices of Equal Employment Opportunity	Fair treatment in the workplace		Ongoing
7.	Observe OH&S responsibilities, accountabilities and authorities as outlined in the University OHS Roles and Responsibilities Document	A safe working environment for self & others.		Ongoing

Key Relationships:

Contacts: Library clients Faculty staff Managers, Collection Development & Resources Community groups requiring Library assistance Strategic alliances related to the position	Purpose and Frequency: Support services, class delivery (online or face-to-face) Information management, collection development, research support Resource selection Reference help services, some instruction Special libraries
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Reporting Relationships:

Position Reports to:	Learning and Research Services Team Leader
The position supervises the following positions:	Casual staff when acting as Officer-in-charge of the Library

SELECTION CRITERIA – Knowledge & Skills

Essential:

- demonstrated aptitude for implementing innovative information and research skills programs to provide cross-disciplinary services in a Higher Education environment
- well-developed analytical, research and reporting skills relevant to research intensive environment
- demonstrated understanding of information management, collection development principles and scholarly publishing practices in an academic environment
- demonstrated agility and capacity to deliver creative solutions in response to a blended learning environment

SELECTION CRITERIA - Education & Experience

Essential:

- Completion of a degree with subsequent relevant work experience; or extensive experience with substantial specialist expertise and broad knowledge of librarianship; or equivalent level of knowledge gained through any other combination of relevant experience and/or education/training. Eligible for Associate (professional) membership of ALIA

Special Job Requirements:

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

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.
- 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.