

# UNSW@ADFA

CANBERRA • AUSTRALIA

## *Academy Library*

**POSITION:** Information Services Librarian      **DATE:** 30 June 2009

**POSITION No:** LIB 00023474

**LEVEL:** Level 8

**REPORTS TO:** Manager, Academic Library

**NUMBER OF SUBORDINATES:** 17

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### **Job Purpose**

The Information Services Librarian is responsible for ensuring the provision of high quality library information and research support services to Library clients, both on and off campus. This includes reference and information services, information literacy, and the development of integrated online services and specialist research support services.

### **Duties**

Under broad direction:

1. Developing and implementing information services to meet the identified needs of the UNSW@ADFA community
2. The provision of services to support learning and teaching needs and, in particular, services for off-campus students
3. Developing specialist services to support research, including but not limited to research impact and research data management
4. Developing the Library's online services to provide effective integrated service delivery to library clients
5. Developing the Library's online services to provide effective integrated service delivery to library clients
6. Ensuring the delivery of client education in various formats (online, in print, and face-to-face)
7. Contributing to the development of strategic, operational, budgetary and risk management plans
8. Managing staff performance and development and otherwise mentoring staff
9. Monitoring performance through the development of appropriate performance indicators and the application of quality assurance procedures
10. Representing the Library on appropriate forums within the University and externally.

## **ENVIRONMENT**

The Academy Library is undergoing a period of significant change, both to its organisational structure and to its delivery of resources and services. In part, changes are due to altered staffing requirements and also the ongoing development of one online library for the University, a project to share online resources undertaken in collaboration with UNSW Library, which will continue to impact on the Academy Library's staffing and services. This position will be required to collaborate with UNSW Library in the development and delivery of online information resources and services and in the provision of specialist research services.

An external review of the Library was undertaken in 2008 and recommendations made by the review panel remain to be implemented. This position faces the challenge of implementing change management and working with a newly formed team to deliver integrated information and research services. Services and resources are provided both on site and online.

## **Statistics**

The Library collection consists of approximately 600,000 volumes which includes 400,000 + monographs; 12,000+ e-books; 40,000+ electronic journals; 500 print journals; military and literary manuscripts; theses and rare books. The majority of electronic resources are collaboratively purchased with the UNSW Library and the Academy Library participates in collection development decisions.

The Library has approximately 2500 clients, including: undergraduates; postgraduates; academic staff; professional and technical staff; ADFA Defence staff; reciprocal borrowers from ACT and other universities; Defence personnel and other external users. Higher degree research student numbers are increasing, as are the numbers of off-campus postgraduate coursework students.

Library staffing: 23.3 (FTE)

## **Reporting Relationships**

**Supervisor's title:** Manager, Academy Library

### **Positions reporting to this position:**

Liaison Librarians, L7 (x 3.9 FTE)  
Client Services Supervisor, L7  
Client Services Co-ordinator, L6  
Library Information Systems Specialist, L7

### **Other positions:**

Client Services Officer, L4  
Technical Services Officer, L5  
Office Manager (P/T), L6  
P/T Sessional Librarians, L5/6

## **Principal Accountabilities**

1. Responsible for the development of high quality, specialist, library information and research support services to meet the needs of the UNSW@ADFA community.
2. Build effective relationships and networks with Library staff, University staff and students and others and, in particular, staff of the UNSW Library.
3. Actively promote the use of the Library's information services and resources to relevant stakeholders.
4. Development of an appropriately skilled Information Services team

## **Selection Criteria**

### **Essential Criteria:**

1. A degree or postgraduate qualification in an information related discipline and/or an equivalent combination of relevant experience and education and training, which meets eligibility criteria for professional membership of ALIA or other relevant professional body.
2. Proven experience in delivering quality information services, and particularly online services, to meet client needs.
3. Demonstrated knowledge of services to meet the needs of researchers.
4. Demonstrated ability to work collaboratively and excellent communication and interpersonal skills.
4. Demonstrated change management skills and experience to lead, motivate and develop an effective team.
5. Ability to effectively promote library and information services.
6. Demonstrated knowledge of the challenges of providing library services in an environment based on rapidly changing interactive information and communications technologies and changes in scholarly communication.
7. Willingness and capacity to implement required occupational, health and safety policies and safe work practices and to implement equal opportunity and diversity policies and programs.

### **Desirable**

1. Demonstrated knowledge of the changing teaching, learning and research environments in higher education and their impact on the role and functions of the library.