

Scholarly Information Services Librarian

HEP Level 6

POSITION NUMBER	15801G
ORGANISATIONAL UNIT	University Librarian
POSITION REPORTS TO	College Librarian
OVERALL PURPOSE	The overall purpose of the Scholarly Information Services Librarian is to deliver high quality and strategically aligned library and information services to support the successful learning, teaching and research outcomes of the University. This role is specifically dedicated to supporting the College to which it is assigned, ensuring that library services are tailored to meet the unique needs and goals of its academic community.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ works closely with the College and Research staff ◆ works with a range of colleagues and teams in the Tertiary Education, Research and Impact <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ CAVAL ◆ ALIA ◆ Relevant accreditation bodies ◆ Information resources vendors
	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Over 40,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

The University Library is part of the Tertiary Education Portfolio which has overall responsibility for all of VU's University and TAFE programs, including oversight of higher education academic colleges and the VU First Year College and VU Block Model.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Deliver high quality advice and services to relevant stakeholders regarding Library learning, teaching and research services, resources and facilities.
- ◆ Liaise effectively with academic and teaching staff to contribute to the development of resources and programs that address education and research requirements of students at all levels
- ◆ Provides one-to-one support to enhance learning design and delivery, including guidance on integrating interactive online tools and resources into teaching practices.
- ◆ Facilitates the development of student and staff capability in relation to scholarly literacy via the promotion and delivery of strategically and curriculum aligned training programs and modules.
- ◆ Contributes to relevance and strategic alignment of available information resources by providing providing advice and input to to selection, deselection and maintenance processes
- ◆ Develops and maintains online educational and research objects and self-help guides;
- ◆ Provides advice, training and support for researchers in relation to undertaking effective scholarly communication, research data management and optimisation of research outputs.
- ◆ Contributes to generation and delivery of reports for relevant accreditation or compliance purposes.
- ◆ Participates in cross functional Library projects that facilitate achievement of the Library and University's strategic aims
- ◆ Contributes to the delivery of relevant objectives and initiatives as outlined in the Library's annual plan

TYPICAL/MAJOR CHALLENGES

- ◆ Maintaining an understanding of University learning and teaching processes and needs, in order to develop training programs and guides that address the skill requirements of students
- ◆ Communicating and liaising effectively, and work collegially with staff beyond the immediate unit to gather information, keep informed and contribute to the requirements of the unit
- ◆ Undertaking work that requires a level of creativity, planning or design function, which applies a level of knowledge to a varied range of different tasks.
- ◆ Exercising high level of judgement, initiative, independence and problem-solving and time management skills required in resolving issues and the provision of high level information services to support the achievement of Library, portfolio and University and goals

LEVEL OF SUPERVISION

- ◆ Operates under the general direction of the College Librarian.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Knowledge of the teaching, learning and research strategy of the University including the Block model, units and courses
- ◆ Familiarity with learning management systems and principles of learning design
- ◆ Familiarity with research publication management systems and the scholarly communication landscape
- ◆ Knowledge of the academic library sector in relation to scholarly literacy, information management and collection development.
- ◆ Engagement with sector wide bodies including CAVAL, CAUL and ALIA

KEY SELECTION CRITERIA

Essential

1. Knowledge or Training Equivalent to: Completion of a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields, or an equivalent combination of relevant experience and /or education/training.
2. Demonstrated understanding of contemporary pedagogical approaches in the provision of educational and research support including designing interactive, multimedia instructional content; and experience in designing and facilitating (on-site or on-line) training programs.
3. Proven experience in delivering high-quality services and support to library, academic, and research staff in the design and development of educational content within an online learning environment. Well-developed communication, presentation and interpersonal skills and the ability to maintain confidentiality, and ability to work effectively independently and as part of a team, in order to achieve Library, portfolio and University goals.
4. Demonstrated experience in using relevant Library, learning management and other University online systems, including specialist Library information resources databases and systems in the

delivery of services to students and staff.

5. Strong Knowledge and experience of relevant library resource management and information retrieval systems, and application softwares for writing, collating and presenting information, and communicating in a networked environment
6. Demonstrated ability to exercise initiative, judgement and decision making, and generate and operationalise ideas to improve workplace practice.
7. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OHS and Anti-Discrimination responsibilities and complete/attend relevant training.
8. A current E (Employee) Working with Children Check.

Desirable:

1. Eligibility for professional membership of the Australian Library and Information Association.
2. Disciplinary knowledge relevant to Sport and Health fields of study.
3. Experience using new or emerging technologies and learning management systems to support learning.

Note: Please delete desirable if not applicable.

Organisational Chart

