 Curtin University	POSITION DESCRIPTION
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Title:	Librarian	Position number:	138045I, 152022I, 152107F, 152118J, 282582G, 3179100, 152025C, 152008G, 152103C, 152117A, 152028H, 152013A, 152104A, 152014J, 152105J, 152021C, 3229648, 3236211, 3279712, 3303976 152110D
School/Faculty/Area:	University Library		
Faculty:	Education		
Position Reporting to:	The relevant Associate Director, Manager, Faculty Librarian or Team Leader as assigned	Position number:	Various
Date last updated: October 2012			
Confirmed Classification (HR Only): GJ05			

1. Purpose of Position

Librarians undertake a range of professional tasks for the University Library, proactively seeking and developing new ways to provide resources, services and facilities to support teaching, learning and research. They may also develop and deliver information literacy education, provide specialist support for information resource access and supervise and train other Library staff and provide specialist technological support for information access.

2. Accountabilities and Responsibilities

Depending on the Unit to which the Librarian is assigned, the following duties may be required:

Clients

- Determine clients' information needs in teaching, learning and research, and provide feedback to Library managers on the potential of new services and emerging technologies to meet these needs.
- Develop innovative information services and guides using leading technology and assist clients in their use.
- Provide a dynamic reference service to clients using appropriate technologies (e.g. email, web, SMS, instant messenger) including emerging technologies
- Develop and deliver creative information literacy education in a variety of formats in consultation with academic staff.

Scholarly information provision

- Develop and maintain the Library's collections by
 - identifying and evaluating new information resources
 - advising on the best format for their acquisition (e.g. online, print)
 - managing access issues (e.g. licensing, copyright)
 - reviewing currently held resources to maintain relevance
- Contribute towards the development of client-focused digital collections e.g. eprint repositories and research archives
- Enhance access to scholarly information resources through cataloguing, metadata and the use of appropriate technology (e.g. journal linking software, web tools etc)

General

- Contribute to strategic initiatives, operational planning, working parties and teams.
- Train, co-ordinate and supervise staff as required
- Develop and maintain procedures for assigned roles and tasks

Compliance and Legislative Knowledge

- Comply with University policies and procedures and relevant appropriate legislation; and
- Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

Other

Perform such duties as may be required by the relevant manager, which the incumbent might be reasonably be expected to do, and which are consistent with the specific accountabilities and responsibilities outlined above.

3. Working Relationships

Internal

- University Library staff from all units and sites
- Academic staff and students from all areas of the University.

External

- Alumni members, reciprocal borrowers from other universities and the general public.
 - Suppliers of library materials, equipment or services
 - Other libraries or information professionals.
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4. Position Dimensions

The Library supports Curtin's teaching, learning and research by providing scholarly resources, services, spaces and facilities to the University community, comprising over 47,000 students and over 3,000 staff.

The main Robertson Library is located on the Bentley campus, with branch libraries in Kalgoorlie, Muresk and the Perth central business district (Murray Street). The Library also offers clients a "virtual Library experience" through its extensive website (<http://library.curtin.edu.au/>)

There are over 100 Library full-time equivalent staff, in four units. In addition, student assistants and trainees are engaged for over 18,000 hours per year:

- Flexible Delivery and Lending Services Unit: Provides enquiry and lending services, reserve, document delivery and off-campus services to library clients, in metropolitan and regional Western Australia, interstate and overseas. Maintains the library's collections and manages the public areas and study facilities in all Curtin libraries.
- Research and Learning Services Unit: Provides information literacy programs, reference services, and selects and recommends scholarly resources to support the teaching and research needs of academic staff and students. Manages the John Curtin Prime Ministerial Library, Curtin's institutional repository, and creates digital research archives.
- Resources and Access Unit: Acquires and facilitates access to scholarly resources, and provides information technology infrastructure and expertise to the library.
- Corporate Services Unit: Provides administrative, financial, staffing and facilities support services to library staff and ensures a coordinated approach to planning, quality, communications and risk.

Facts and figures (*All figures approximate and accurate December 2011*):

Budget:	\$18.9 million
Collection:	670,000 print books, DVDs, CDs, and Kits 80,000 ebooks 118,000 Journal Subscriptions
Loans:	443,000 per year
Visits:	Over 1.5 million per year
Enquiries:	158,000 (in-person, by phone, SMS, email and online)
Opening Hours	93 hours per week
Total Seats:	2507

Organisational Chart (attached)

5. Selection Criteria

Applicants are not required to address each element of the selection criteria, but should provide sufficient information in their application to enable the selection panel to make an informed assessment of their suitability for the role.

Applicants need to consider Curtin's Values and how they apply to the advertised position. Curtin is looking for a demonstrated commitment in your professional and/or personal life to the Values of Curtin which are:

- o *Integrity - being consistently honest and trustworthy in all activities*
- o *Respect - having regard for self and others*
- o *Fairness - ensuring just decisions through open decision-making*
- o *Care - acting to ensure the welfare of others*

Work Requirements

Librarians can be assigned to any Library unit or site and may be required to work evening or weekend shifts.

Essential


1. An appropriate degree or graduate diploma with a record of academic achievement and/or relevant work experience.
2. Demonstrated knowledge of a range of scholarly information resources and the ability to access, organise and work with these resources regardless of format.
3. Demonstrated communication skills including the ability to communicate effectively with a range of diverse groups and individuals.
4. Demonstrated ability to work well within a team situation and the ability to co-ordinate team activities or project work.
5. Demonstrated time management skills i.e. the ability to plan work outcomes and prioritise tasks in order to meet deadlines.
6. Demonstrated flexible and innovative approach to problem solving.
7. Demonstrated computer skills.
8. Demonstrated commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.

Desirable

1. Demonstrated experience in the day-to-day supervision of a small team
2. Experience as a trainer.

6. Endorsement

I certify that the information contained in this document is a true and accurate depiction of the requirements of the position.

Name: (Manager)	JACKIE HANLON - ACTING UNIVERSITY LIBRARIAN		
Signed:		Date:	19 / 10 / 12
Registered by Human Resources:		Date:	___ / ___ / ___

