

Position Description			
<b>Position title:</b>	<b>Senior Librarian, Reference &amp; Information Services</b>	<b>Division/Office:</b>	<b>Academic Affairs/Library</b>
<b>Establishment no:</b>	<b>1489B02</b>	<b>Classification Level:</b>	<b>H0707</b>
<b>Position responsible to:</b>	<b>Manager, Library Client Services 0152B02</b>	<b>Positions supervised</b>	<b>4</b>

### Primary Objective

The Library delivers services and facilities to the University community that meet the needs of the staff and students of the University in ways that align with and support the University's strategic priorities and the Library's plans.

The purpose of this position is to, under broad direction, manage and coordinate the design, delivery and evaluation of effective and innovative reference and information services, information literacy, and collection development.

Key Result Areas	Responsibilities and Deliverables
<b>Administration</b>	<p>As Senior Librarian, Reference &amp; Information Services:</p> <ul style="list-style-type: none"> <li>• Lead and manage the staff of the Reference &amp; Information Services team</li> <li>• Provide leadership in coordinating the delivery of client focussed services and information literacy to meet the needs of staff and students</li> <li>• Contribute to the promotion and coordination of effective use and development of the Library's services including liaison with academic staff and collection development programs</li> <li>• Participate in the provision of a dynamic reference and information service to clients using appropriate technologies including emerging technologies</li> <li>• Liaise and collaborate with other Library staff especially other Senior Librarians to ensure the development, delivery and evaluation of client-focussed services and facilities</li> <li>• Liaise with other sections of the Library and the University to ensure appropriate and effective procedures and services</li> <li>• Participation in projects associated with the Library Operational Plan</li> <li>• Deputise as required for the Manager, Library Client Services</li> <li>• Other duties as required</li> </ul>
<b>Occupational Safety &amp; Health</b>	<p>An employee shall take reasonable care:</p> <ul style="list-style-type: none"> <li>• To ensure his/her own safety and health at work; and</li> <li>• To avoid adversely affecting the safety or health of any other person through an act or omission at work.</li> </ul> <p>A supervisor will ensure that all subordinates are aware of their obligations under the Occupational Safety and Health Act (WA).</p> <p>A supervisor will ensure that all of their subordinates are appropriately informed and trained in matters relevant to the performance of the tasks of</p>

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	their position.
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Develop positive team ethos within the immediate workgroup through positive participation and communication</li> <li>• Develop and maintain strong effective working relationships with key management personnel and internal client base</li> <li>• Establish and maintain professional networking contacts to progress the University's interests</li> <li>• Lead by good example</li> </ul>
<b>Behaviours and Flexibility</b>	<p>An employee must be willing to:</p> <ul style="list-style-type: none"> <li>• Accept and follow direction when given.</li> <li>• Complete tasks accurately and efficiently whilst demonstrating positive behaviours.</li> <li>• Undertake reasonable tasks that may fall outside this position description when requested by a Supervisor or Senior Manager/Director.</li> <li>• Maintain a high level of professionalism in all aspects of this role.</li> <li>• Adapt to changing demands and conditions to maintain a high level of service.</li> </ul>
<b>Professional Development</b>	Undertake continuous personal and professional development to enhance knowledge and skills.
<b>Performance Management</b>	Participate in the University's performance management program through annual performance reviews.
<b>Client Service</b>	<ul style="list-style-type: none"> <li>• Ensure that services delivered to customers are fit for purpose.</li> <li>• Work closely with key stakeholders to improve services and processes in order to meet the business requirements of the University.</li> </ul>
<b>Financial Management</b>	Operate within the budget as set for the area.
<b>Leadership</b> *Supervisors/Managers Only*	<ul style="list-style-type: none"> <li>• Contribute to the overall leadership within the Client Services team.</li> <li>• Provide leadership for staff adopting an open and empathetic style; be actively approachable and supportive.</li> <li>• Establish, maintain and enhance relationships with clients, staff and others through constructive interaction in order to achieve work goals.</li> <li>• Develop and maintain strong effective working relationships with key management personnel and internal client base.</li> <li>• Advise, coach and support team members and peers; act as a role model and mentor to staff.</li> </ul>
<b>Technical Skills</b>	Maintain an up-to-date working knowledge of specified University software

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	packages and Microsoft Office applications.
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure that all activities undertaken meet the relevant legislative requirements and guidelines.</li> <li>• Ensure that activities are undertaken with due regard to the University's policies and procedures.</li> </ul>
<b>Policy Development</b>	Assist the Director as required with the review, development and implementation of policy.
<b>Systems &amp; Process</b>	Develop and maintain the appropriate skills and knowledge to use, review and improve the systems and processes that are used within the Library.

### ***Selection criteria & competencies:***

#### **Essential**

- University degree with at least 4 years subsequent relevant experience; or extensive experience and relevant expertise; or an equivalent combination of relevant experience and/or education/training
- Eligibility for associate membership of the Australian Library and Information Association
- Demonstrated ability to lead and work effectively in a team and to plan, organise and set priorities
- Excellent written and interpersonal communication skills including the ability to make presentations
- Significant previous experience and understanding of designing, developing, delivering and evaluating research and information services, collection development activities, and information literacy education
- Strong client focus and understanding of the needs of a diverse client group
- Excellent analytical and problem solving skills
- Knowledge of and interest in information technology developments as related to library services and activities

#### **Desirable**

- Experience in a tertiary library environment
- Experience in staff supervision
- Experience in project management