

## **POSITION DESCRIPTION – GENERAL STAFF**

ECU Mission: To further develop valued citizens for the benefit of Western Australia and beyond, through teaching and research inspired by engagement and partnerships.  
Values: Integrity, Respect, Rational Inquiry, Personal Excellence.

<b>Position Title:</b>	Librarian	<b>HEW Level:</b>	HEW 6	<b>*HR Endorsed:</b>	David Benetti	<b>Date:</b>	20/03/14
<b>Business Title:</b>	Librarian	<b>Position No:</b>	Various	<b>Reporting To:</b>	Senior Librarian		
<b>Faculty or Centre:</b>	Library Services Centre	<b>School or Business Unit:</b>	Library Learning & Experience (LLE) or Library Research & Discovery (LRD)	<b>*HR Delegation Approval:</b>	David Howard		

*\*This position description has been reviewed and evaluated (HR Endorsed) and is an accurate description of the requirements of the position (HR Delegation Approval)*

**Role Statement:** Librarians within the Library Services Centre assist the Senior Librarians with the management, development and improvement of information services to students and staff.

## Context

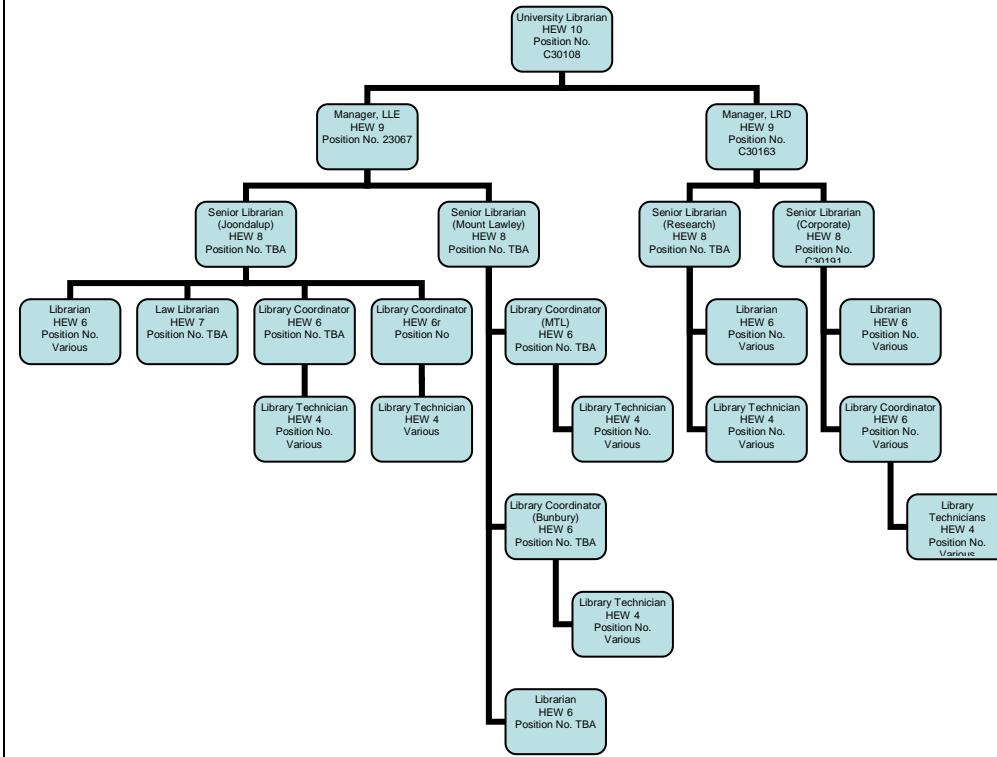
The mission of Edith Cowan University is to further develop valued citizens for the benefit of Western Australia and beyond, through teaching and research inspired by engagement and partnerships.

The Library Services Centre aims to provide library and information services that are customer focused, accessible, integrated and reliable in support of the University's mission and its teaching, learning and research goals.

The Library Services Centre provides a range of specialist information services to support teaching, learning and research activities for students and academic staff, university wide both on and off campus. These services include provision of electronic and print information resources, reference and specialised support to researchers, information literacy, document supply, loans, reserve operations and management of library study environment.

Librarians assist Senior Librarians with the management, development and improvement of information services to students and staff. These can include providing reference services, developing and delivering materials to build and improve academic literacy, maintaining library collections and systems, acquiring and describing resources, management of digital collections including subscription access and digital repository and supervising and training staff. The aim of this role is to assist in developing services that are relevant, efficient, cost effective, robust, and fully utilised by staff and students in support of the University's teaching, learning and research objectives. Librarians may undertake evening shift and weekend duties, and can be assigned to any campus library or library team, depending on organisational requirements.

## Organisation Chart



## POSITION DESCRIPTION – GENERAL STAFF

ACCOUNTABILITIES	CAPABILITIES
<ol style="list-style-type: none"> <li>1. Develop an understanding of the service as a whole, including workflows, roles and responsibilities of other staff, relevant policies, procedures and systems.</li> <li>2. Monitor and report on work within an area of responsibility, including key performance indicators, usage and other statistics as required.</li> <li>3. Working with a senior librarian to provide leadership within an area of responsibility. This can include coordinating and providing training, and assisting with the planning, coordination and completion of special projects relating to the library using robust project management methodologies.</li> <li>4. Liaise with Library and University staff, external agencies and student as required.</li> <li>5. Monitor developments in the wider environment relevant to the service or area of responsibility. Then use this knowledge to participate in ongoing improvement of Library services through continual review and input into policies, procedures, systems and services.</li> <li>6. Ensure library resources, systems and materials are accessible in accordance with established standards and policies.</li> <li>7. Develop, maintain and review effective personal performance plans in conjunction with the respective team/supervisor and enable the achievement of agreed outcomes.</li> <li>8. Employees are required to participate in all ECU, team, and individual planning activities; comply with ECU policies and practices in all aspects of their work and conduct; and ensure the safety and wellbeing of themselves and others by complying with OSH and EO requirements.</li> </ol>	<p><b>Qualifications:</b> Completion of a relevant qualification or equivalent level of expertise gained from a combination of experience, training or professional accreditation. Eligibility for membership of the Australian Library and Information Association is desirable.</p> <p><b>Communication Skills &amp; Information Literacy:</b> The ability to organise, access and present information, resources, views and concepts in a concise, understandable and interesting format both in person and online for a variety of audiences.</p> <p><b>Customer Focus:</b> Managing and focusing on all aspects of customer service to achieve quality outcomes for all parties involved. Involves identifying customers' needs and value, managing customer relationships, marketing services to customers and continually evaluating and improving customer service.</p> <p><b>Decision Making and Problem Solving:</b> The ability to investigate, identify and analyse key issues and the associated alternative, benefits and costs to develop practical solutions. Involves being creative and innovative when developing effective solutions and the ability to manage related risks.</p> <p><b>Computer literacy:</b> Proven ability to use and promote a wide range of information technology such as automated library systems, web-based databases, document supply systems, Internet resources and similar information networks.</p>