

POSITION DESCRIPTION

Position	Librarian		
Position Number	0152B05	Level/ Classification:	HEW0506
Reports to	1489B02		
Unit	Library		
Directorate	Professional Services		
Positions Supervised	0		

Position Purpose

Librarians undertake a range of professional activities, proactively seeking and developing improvements in the provision of resources, services, and facilities to support the University's learning, teaching and research initiatives. The range of activities is dependent on the team to which the Librarian is assigned.

About Murdoch University

Celebrating its 40th anniversary in 2015, Murdoch University is internationally recognised as a research-led institution, pioneering solutions and collaborating with outstanding researchers across the globe to achieve positive impact in society, industry and the environment. In line with our commitment to research-led teaching and evidence-based practice, our students work alongside specialist researchers to tackle the most critical global challenges including food security, sustainability and health futures.

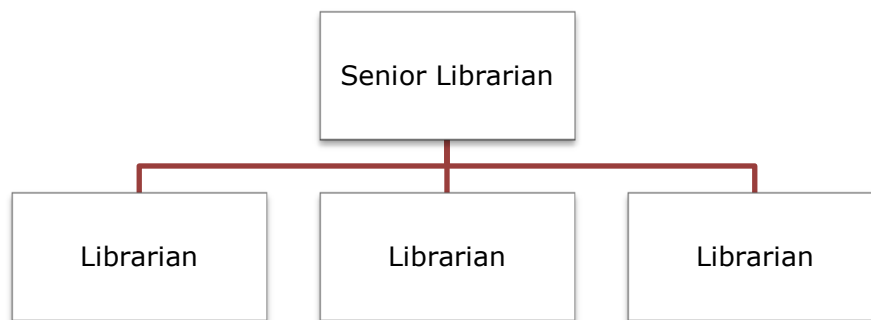
The University continues on its upward and forward trajectory. In 2013, a serious milestone in the University's new strategy was achieved, when Murdoch entered the Times Higher Education (THE) top 100 Under 50 rankings – at number 57, and continues to do so at number 65 in 2014. In late 2014 Murdoch was awarded five stars for graduate employment certainty in the Hobsons Good Universities Guide 2015, a testament to the work ready skills Murdoch degrees offer graduates.

This is a great time to join Murdoch. There are a multitude of opportunities and exciting projects that are presented by the State Government Activity Centre on our doorstep. The co-location of the New Fiona Stanley Hospital and the St John of God Hospital provide many synergies for our learning and teaching, research and community engagement.

About the Work Area

The Library is primarily responsible for providing information resources and services to the academic community in support of learning, teaching and research, as well as front line. The Library provides students and staff with a friendly, engaging and professional service to support their learning and research objectives, and to equip them with the skills to negotiate today's information maze. The Library also supports learning and research by providing focused collections, training and assistance in the use of information resources, information services, and an environment conducive to work and study.

Reporting Relationships



Key Responsibilities / Duties

Librarians may be involved in a range of the professional activities, depending on the team to which they are assigned. This positions key responsibilities is directly in support of the Law School including:

1. Participate as part of a team in the design, delivery and evaluation of a dynamic reference and information service using appropriate technologies including emerging technologies
2. Participate in the delivery and evaluation of lending and enquiry services to a diverse client group including Law students and staff
3. In consultation with the Senior Librarian and the E-Learning and Information Discovery Librarian, participate in the development and delivery of appropriate information literacy training and support including online material
4. Contribute to the development of the Library collection including the selection of appropriate information resources in all formats, deselection and relocation programs and initiatives
5. Ensure that access to electronic resources is established and maintained
6. Oversee activities associated with the physical processing of materials including repairs, binding and maintenance of printed journals
7. Liaise and consult with colleagues throughout the Library and the University including academic staff

8. Following national and local standards, produce original cataloguing records for material of all formats
9. Review and maintain Murdoch University bibliographic, holdings and authority records on the national bibliographic database and within the Library's integrated library management system
10. Assist in the bibliographic verification of research metadata prior to their ingest into the Institutional Research Repository
11. In consultation with the Research Repository Coordinator, assist with the sourcing and inclusion of full-text research outputs and non-text content into the Repository, including problem resolution
12. Assist in sourcing suitable Murdoch University research publications for inclusion in the Repository
13. Monitor publishers' copyright policies in relation to copyright ownership and permissions for publication and other research outputs
14. In consultation with the Research Repository Coordinator, liaise with University researchers and other colleagues such as the University Copyright Coordinator
15. Contribute to the development of Library policies and practices
16. Deputise for the Senior Librarian as required
17. Other duties as required

University Values / Code of Ethics and Code of Conduct

All staff are expected to comply with the [Code of Ethics](#) and the University's [Code of Conduct](#) and demonstrate a commitment to its Equity and Diversity and [Safety principles](#) and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#).

A Commencing Development Review should be completed within 3 months of commencement.

Selection Criteria

Essential

1. Completion of a degree; or an equivalent combination of relevant experience and/or education/training
2. Experience working in a Law library
3. Eligibility for associate membership of the Australian Library and Information Association
4. Excellent written and interpersonal communication skills including the ability to make presentations

5. Demonstrated ability to work independently and cooperatively in a variety of teams
6. Excellent analytical and problem solving skills
7. Demonstrated knowledge and understanding of reference work, and current cataloguing and metadata standards including AACR2, LCSH, DDC, and RDA
8. Knowledge of and interest in information technology developments as related to library services and initiatives

Desirable

1. Experience in a tertiary library environment
2. Law qualifications