

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.

Position Title:	Librarian	HEW Level:	HEW 6	*HR Endorsed:	Kathleen Stewart	Date:	26-10-15
Business Title:	Librarian	Position No:	Various	Reporting To:	Senior Librarian		
Faculty or Centre:	Library Services Centre	School or Business Unit:	Library Services	*HR Delegation Approval:	Constance Wiebrands		

**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: This position is responsible for developing and delivering services to staff and students. Depending on the team to which they are assigned, the incumbent may do one or more of the following: assist in the development and management of online systems to deliver information and services, or design and teach information literacy classes, or develop and provide services to researchers, or contribute to collection development activities, or supervise staff/activities.

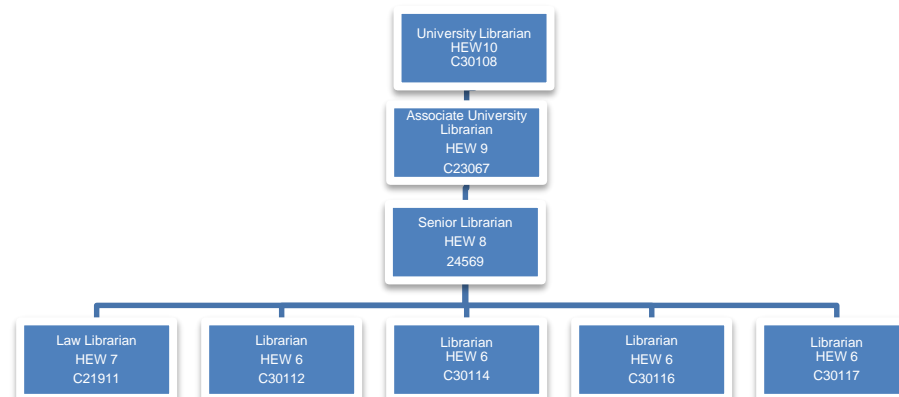
The mission of Edith Cowan University is to further develop valued citizens for the benefit of Western Australia and beyond, through teaching and research inspired by engagement and partnerships.

The Library Service 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 learning, teaching, and research goals.

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

Librarians assist Senior Librarians with the development, improvement and delivery 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 the digital repository, and supervising and training staff. The aim of this role is to assist in developing services 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



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ACCOUNTABILITIES	CAPABILITIES
<ol style="list-style-type: none"> 1. Ensure the effective and customer focused delivery of services for the assigned portfolio. This could include the designing and delivering of instructional and learning materials to develop academic skills for students and staff, wherever they may be located. 2. Contribute to the development, implementation and continual review of services, workflows and standards to ensure quality and consistency in service delivery across campuses. 3. Develop an understanding of the broad scope of library operations, including workflows, roles and responsibilities of other staff, relevant policies and systems, and an understanding of how their role interacts with the rest of the University. 4. Liaise with internal and external stakeholders in assigned areas, including students and academic staff, to develop strong working relationships, understand client requirements, and maintain a high level of service provision. 5. Supervise and develop staff within the relevant portfolio, including recruitment, selection, on-the-job training, performance management and reviews to enable the achievement of agreed outcomes, aligned with the ECU Strategic Plan and appropriate operational plans. 6. Represent the Library Services Centre in internal and external committees and forums as assigned. 7. Develop and maintain knowledge of relevant aspects of librarianship including understanding of contemporary library practices, trends and emerging technologies. 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. 	<ol style="list-style-type: none"> 1. Qualifications: Completion of a relevant tertiary qualification with subsequent relevant experience, or equivalent level of expertise gained from a combination of experience, training or professional accreditation. Eligibility for associate membership of the Australian Library and Information Association is desirable. 2. Communication Skills and Information literacy: The ability to organise, access and present information, resources, views and concepts in a concise, understandable and interesting format both in person and using information and communication technologies for a variety of audiences. 3. Computer Literacy: 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. The ability to seek help and update knowledge when need be. 4. Customer Service: Identifying and developing positive working relationships with internal and external customers that are built on trust and integrity. Involves understanding the importance of customer service, listening to and understanding the needs of internal and external customers and exceeding customers' needs to ensure satisfaction. 5. Decision Making and Problem Solving: 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. 6. Individual Planning and Self Management: The ability to plan and organise own work to maximise the use of time, avoid unnecessary effort and meet deadlines. Includes time management skills, the ability to handle multiple priorities or assignments and to determine when it is necessary to involve others to meet work requirements. 7. High Performance Team Culture: Creating a culture that promotes quality team work resulting in high performance and positive outcomes. Involves understanding team dynamics, fostering collaboration, providing a tangible contribution and listening and responding to the input of others in a manner that creates an environment of mutual trust and respect. 8. Flexibility and Adaptability to Changing Environments: The ability to understand and interpret the internal and external forces affecting the job and the organisation. Includes the identification of new developments, trends, technologies etc and the capability to plan and respond accordingly to these factors within the context of the position and strategic direction of the organisation.