

## POSITION DESCRIPTION

<b>Position</b>	Librarian (Reference and Information Services)		
<b>Position Number</b>	1495H04	<b>Level/ Classification:</b>	HEW0506
<b>Reports to</b>	Senior Librarian, Reference & Information Services		
<b>Unit</b>	Reference and Information Services		
<b>Directorate</b>	University Library		
<b>Positions Supervised</b>	Nil		

### Position Purpose

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 participate as part of a team in the design, delivery and evaluation of effective and innovative reference and information services, digital literacy services, research support and collection development.

### About Murdoch University

Murdoch University helps people discover how to make a difference, through education and research endeavor, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With a student body of more than 18,000 and over 2,000 employees, the University has 3 campuses in the Perth metro area and Centres in Singapore, Malaysia and Dubai. Murdoch University is deeply committed to both its immediate local and international regions and has strong links to government, business and the community.

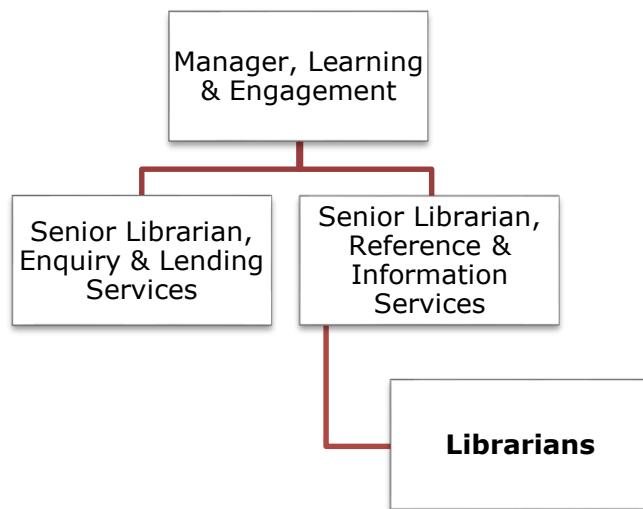
Our [Strategic Plan and Future Horizon 2017-2027](#) outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world's big challenges through our outstanding translational research and innovative practice.

## 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

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 as part of a team in the design, delivery and evaluation of services, including online materials, to support academic staff and students in their learning, teaching and research endeavours.
3. In consultation with the Senior Librarian, Reference and Information Services, participate in the development and delivery of appropriate digital 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. Liaise and consult with colleagues throughout the Library and the University including academic staff.
6. Contribute to the development of Library policies and practices.

7. Deputise for the Senior Librarian as required.
8. 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. Eligibility for associate membership of the Australian Library and Information Association
3. Excellent written and interpersonal communication skills including the ability to make presentations.
4. Demonstrated ability to work independently and cooperatively in a variety of teams.
5. Excellent analytical and problem solving skills.
6. Demonstrated knowledge and understanding of reference work.
7. Knowledge of and interest in information technology developments as related to library services and initiatives.

### **Desirable**

1. Experience in the provision of digital literacy programs.
2. Experience in the provision of programs supporting academic research.

## **Work Requirements**

1. Ability to work outside of normal office hours when required.