**POSITION DESCRIPTION**

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| **Position** | Librarian |
| **Position Number** |  | **Level/ Classification:** | HEW0506 |
| **Reports to** | Senior Librarian, Teaching & Learning |
| **Unit** | Library & Knowledge Services |
| **Directorate** | Student and Library Services |
| **Positions Supervised** | Nil |

**Position Purpose**

The purpose of this position is to participate as part of a team in the design, delivery and evaluation of digital literacy services, outreach and promotion of support for teaching and learning. Providing advice and guidance on the access to and use of Library services content, resources and services to meet the needs of students, learners and staff using different modes.

**About Murdoch University**

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people.

Founded as Western Australia’s second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our [[Strategy, Ngala Kwop Biddi 2023-2030](http://www.murdoch.edu.au/_document/About-us/strategic_plan_future_horizon_2017-2027.pdf)](https://www.murdoch.edu.au/explore/our-strategy) guides the University’s direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

* Sustainability: Be a leading university in education, teaching and translational research in sustainability.
* Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
* First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

**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. The Library provides a friendly, engaging and professional service, focused collections, training and assistance in the location and use of information resources and an environment conducive to study.

The Learning & Teaching team provide digital literacy training and support in the use of information resources and bibliographic software, support academic colleagues in the creation of online reading lists, promote the services and support of the Library to the university and broader community.

**Reporting Relationships**

**Key Responsibilities / Duties**

1. Participate as part of a team in the support of the enquiry service, answering queries on copyright information resource, referencing and EndNote queries 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, Teaching & Learning, participate in the development and delivery of appropriate digital literacy training and support including online material.
4. Contribute to the promotion of the Library services and resources which support teaching and learning across a range of events and activities including orientation, open days and Guild events.
5. Contribute to raising awareness of the online reading list system and answering complex queries.
6. Liaise and consult with colleagues throughout the Library and the University including academic staff to identify learning support and collection development needs based on curriculum development.
7. Contribute to the development of Library policies and practices.
8. Deputise for the Senior Librarian as required.
9. Carry out, and assist with, other duties as required.

**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. 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. Demonstrated knowledge and understanding of reference work.
3. Experience and knowledge of  digital literacy support and development of materials across different media.

**Work Requirements**

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

**General Obligations**

* While at work, an employee must:
* take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
* report incidents, injuries and hazards;
* comply with any reasonable instruction that is given by Murdoch University; and
* comply with Murdoch University policies and procedures.

**Guiding Principles and Values/Code of Ethics and Code of Conduct**

Our Values

* Authenticity
* Integrity
* Respect
* Inclusivity
* Openness

Our Principles

* Act with justice, respect and responsible care.
* Be collegiate and respectful of other points of view.
* Protect academic freedom.
* Be agile, flexible and resilient.
* Make decisions at the most appropriate level.
* Be transparent in decision-making and with information.
* Adopt common approaches to common tasks.
* Be careful stewards of our resources.

All staff will comply with the University’s Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*