

# POSITION DESCRIPTION



<b>Position</b>	Library Officer, Resources & Collections
<b>Level/Classification</b>	H0304
<b>Reports to</b>	Senior Library Officer, Resource Acquisition
<b>Unit</b>	Resources & Collections
<b>Directorate</b>	Student & Library Services
<b>Positions Supervised</b>	0

## Position Purpose

Library Officers work as part of a team and perform a range of tasks and activities depending on the team to which they are assigned. Under the supervision of the Senior Library Officer, Resource Acquisition, this position will perform a variety of tasks associated with the acquisition, description and maintenance of the Library's collections, including receipting, invoicing, describing, end processing, relocating and deselecting materials as required to maintain an up to date collection for the University's teaching, learning and research activities.

## 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. Building a brighter future, together – 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.

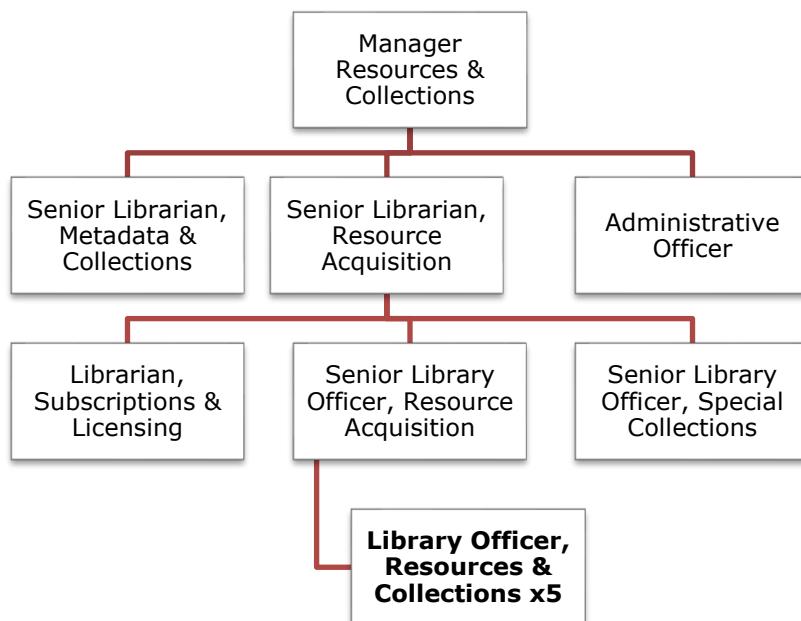
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

### **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 Resources & Collections section of the University Library is responsible for the acquisition, access, metadata, and overall management of the University's Library physical and digital collections and resources, including special collections.

### **Reporting Relationships**



### **Key Responsibilities/Duties**

1. Perform document delivery services to patrons both on and off campus
2. Participate in collection maintenance and in the evaluation of collections and resources
3. Contribute and maintains records in the Library's integrated management system
4. Harvest bibliographic records from appropriate sources
5. Place orders and processes invoices for material in all formats
6. Process received items including the provision of access to electronic resources
7. Carry out, and assist with, other duties as required.

## **Selection Criteria**

### **Essential**

1. Completion of Year 12; or equivalent relevant experience or combination of relevant experience and education/training
2. Demonstrated ability to communicate effectively with a range of client groups and with colleagues
3. Demonstrated ability to provide excellent client services
4. Demonstrated ability to work both as part of a team and independently as required
5. Demonstrated competency in the use of IT applications, personal computers, and the Internet
6. Demonstrated ability to work accurately and with attention to detail

### **Desirable**

1. Previous experience working in a library
2. Previous experience working with invoicing and receipting procedures, especially in a library context
3. Previous experience working with interlibrary loan and resource sharing services
4. Previous experience working with editing and maintaining bibliographic records

## **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

## **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.*