



JOB DESCRIPTION FORM

LEARNING RESOURCE CENTRE (LRC) COORDINATOR SPECIFIED CALLING LEVEL 2

KEY POSITION REQUIREMENTS

In this position you will be responsible for the effective and consistent LRC service that supports the needs of internal and external clients and to develop and implement client centred services which are consistent with current trends in library and information management and the training sector. You will also lead the development of strategies and plans to implement a prominent e-learning interface within all Challenger LRCs.

You must have:

- A degree in librarianship or information management, eligibility for professional membership of Australian Library and Information Association and substantial experience in the management of library and information services, preferably in an educational/training institution and knowledge of related legislation.
- A demonstrated ability and experience in designing and implementing effective strategies to develop the information literacy skills of library clients.
- Strong overall management skills including planning, project, financial and human resource management.

Experience in managing and implementing change.

It is desirable for you to be able to demonstrate:

- Knowledge of the Vocational Education and Training VET sector.
- Knowledge and use of e-learning systems and technologies.

DUTIES OF THE POSITION

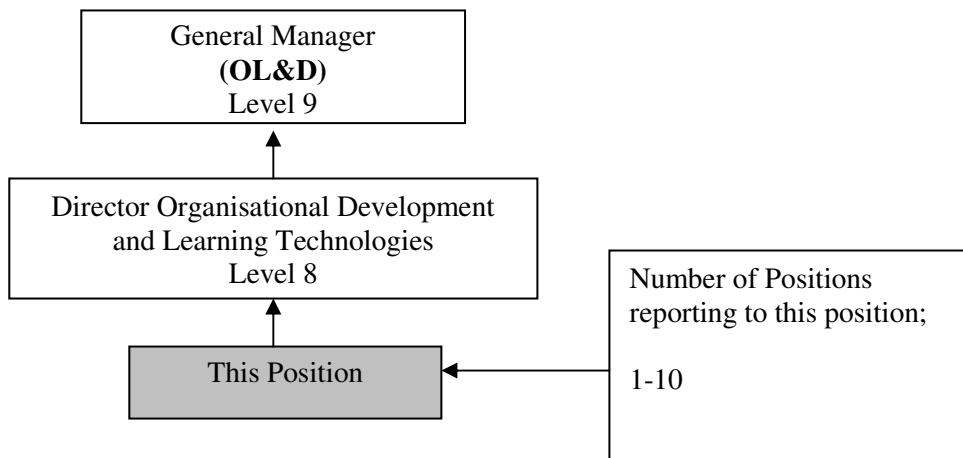
- Provides leadership to the Learning Resource Services (LRC) staff and maintains an effective work team.
- In conjunction with the Director Organisational Development and Learning Technologies, the LRC team and other internal and external stakeholders, participates in the development of processes and strategies to provide client focused campus and online LRC services that are responsive to the needs of lecturers, students and other clients of the LRC.
- Leads the development of a vibrant contemporary physical and virtual learning information service which maximises student participation.
- In conjunction with the Director Organisational Development and Learning Technologies, the LRC team and other internal and external stakeholders, participates in the development and implementation of a range of effective strategies to enhance the information literacy skills of students and lecturers. Assists clients to use library resources, equipment and facilities, coordinating suitable user orientation and information skills programs.
- Coordinates LRC resource sharing across the Institute with respect to the following;
 1. Selection of LRC materials, collection development and management.
 2. Acquisition processes.
 3. Relevance and currency of learning resources and equipment for the teaching and learning requirements of all Institute programs.
 4. Building and maintaining strong relationships with academic program areas.
 5. Ensuring optimal operation of the automated LRC system.
- In conjunction with the Director Organisational Development and Learning Technologies and the LRC team, participates in the development and implementation of the LRC business plan, prepares budget submissions and manages allocation and carries out other planning activities as required.
- Coordinates the evaluation and reporting on the effectiveness of LRC services and any resulting modifications to LRC quality policies, practices and procedures.
- Maintains awareness of Institute policies, government policies and legislation, external agreements, and changes in technology and practices related to library information services. Promotes adaptation of LRC services and processes to these changes.
- Liaises with other libraries, information services and relevant professional associations particularly in relation to the Institute's responsibilities within the agreements for joint use LRC facilities.

- Provides advice to the Director Organisational Development and Learning Technologies with regard to the operation of the Learning Resource Centres and carries out other duties as required by the Manager Strategic Education Services.
- Ensure compliance with Occupational Safety and Health (OSH) and Equal Employment Opportunity (EEO) policies and legislation
- Other duties as required

Position Identification

Position Number	P001181
Directorate	Organisational Learning and Development
Division / Branch	Learning Resource Centres

Reporting Relationships



Appointment Details

Industrial Agreement	Public Service and Government Officers General Agreement 2011; & Agency Specific Agreement
Award	Government Officers Salaries, Allowances and Conditions Award 1989
Accommodation	Nil
Allowances	Nil
Special Conditions	
Location	College campus as directed

Certification

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

John Wood

Director People and Safety

Effective Date: 15/09/2008