



JOB DESCRIPTION FORM

ACADEMIC LIBRARIAN SPECIFIED CALLING LEVEL 1

KEY POSITION REQUIREMENTS

In this position you will be responsible for providing support in managing the LRS on a day to day basis, ensuring quality customer services. You will also manage the selection and development of library collection and resources and assist with development, implementation and review of client focussed LRS policies, procedures, services and facilities.

You must also have;

- A degree in librarianship or information management and eligibility for associate membership of the Australian Library and Information Association and experience in providing professional leadership to colleagues.
- Sound interpersonal skills to operate in and maintain effective client focused work teams
- Demonstrated capacity to provide high quality learning resource support services in a flexible learning environment including use of relevant technologies

It is desirable but not essential to demonstrate current knowledge of the Australian Vocational Education and Training sector

DUTIES OF THE POSITION

Client Services

- Assist clients to use the LRS resources and facilities
- Liaise with program managers and teaching staff to ensure LRS resources support course requirements
- Develop and conduct library user orientation programs
- Develop and conduct induction programs for information, communication and technology skills training and e-learning
- Develop and conduct library information skills training for all clients
- Liaise with other libraries, information services and relevant professional associations
- Coordinate the provision of information and document delivery services
- Provide advice on the provisions of the Copyright Act and Copyright agreements
- Promote the LRS services to College students and staff

Management Support

- Provides support to manage the LRS on a day-to-day basis, ensuring quality customer services at all LRS service points and evaluate effectiveness of LRS services
- Assist with the development, implementation and review of client focussed LRS policies, procedures, services and facilities
- Assist with the preparation and management of the LRS budgets
- Coordinate the LRS circulation process
- Assist with performance management reviews of LRS officers and assistants

Resource Management

- Coordinate and optimise resource sharing across the College
- Manage the selection of LRS materials and the development of the collection
- Manage the acquisition processes
- Manage acquisition and maintenance of online database services
- Ensure learning materials and equipment are relevant and up-to-date for teaching, learning and assessment requirements of all College programs
- Maintain and review use and effectiveness of the automated LRS system

Supervision

- Coordinate staff leave and work rosters
- Monitor work flow across the LRS
- Mentor LRS staff and provide guidance in professional standards and practices

Other

- Deputise for the LRS Coordinator as required.
- Ensure compliance with EEO and OSH policies and legislation requirements including actively promoting an equitable, safe and healthy working environment
- Other duties as required.

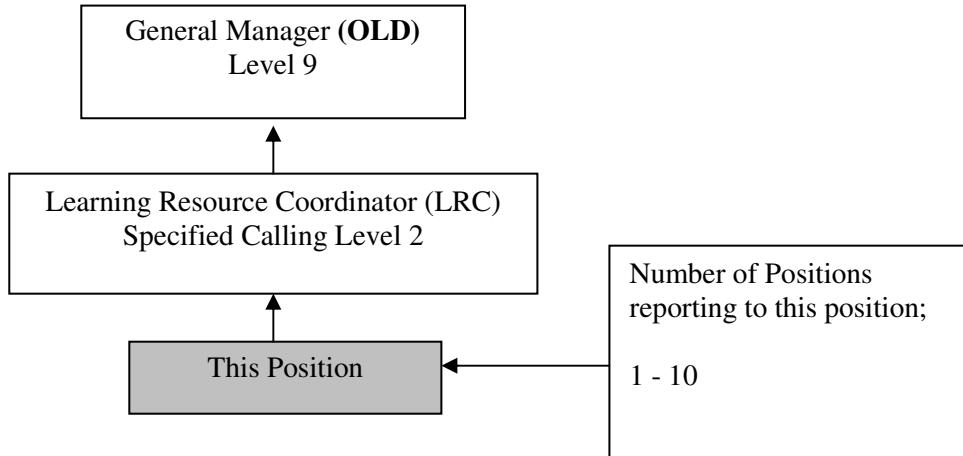
Additional Duties Specific to the Library Business Unit (if applicable)

- List here all duties specific only to a particular business unit

Position Identification

Position Number	P002483
Directorate	Organisational Learning and Development
Division / Branch	Learning Resource Centre

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.

