Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Coordinator, Digital Library
Group/Portfolio	Library
Classification	HEW Level 8
Position Number	00042215
Reports To	Head of Digital Library Services
Employment Type	Continuing

1.0 Position Purpose

Digital Library Services plans, implements, and supports the suite of technologies that underpin the online delivery of scholarly information resources and Library services to the Griffith community. The team ensures that digital library solutions interoperate with other enterprise systems and works with external vendors to continuously improve products and services. The team is also responsible for the Library's website and ensuring that all digital library solutions and services provide a high-quality user experience.

The Coordinator, Digital Library leads a team of analysts within Digital Library Services and contributes to strategy and operational planning. They collaborate extensively with other Library and University teams and liaise with external suppliers. They coordinate the management of the Library's online interfaces and seek to continuously improve the quality of the Library's services and the digital experience of students and academics.

2.0 Eligibility Requirements

- The occupant of this position will hold Library and/or information management postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or, extensive experience and management expertise; or, an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Lead the team, including setting goals and priorities, allocating work packages, improving individual and team performance, motivating and developing staff, fostering a culture of continuous improvement, and building effective working relationships across the Library.
- Act as the key liaison with Digital Solutions and with external software suppliers. Coordinate emerging technologies monitoring, requirements gathering, user research, options analysis, and knowledge sharing. Ensure solutions meet user needs, are well-integrated with enterprise systems, and adhere to University architectures, policies, and standards.

- Coordinate maintenance and development of the Library's web presence and discovery tools, and lead work to mature the Library's approach to user research and content strategy.
- Lead small to medium Library projects and represent the Library on teams for larger enterprise projects. Apply project management methods and tools to plan and carry out projects, including scheduling, managing risks, and developing communication and training strategies.
- Prepare high quality business documents, communicate clearly and effectively via multiple channels, and tailor communications to different audiences. Apply high level interpersonal skills to negotiate, influence and confidently operate in a complex environment. Build and maintain mutually beneficial relationships with internal and external stakeholders.
- Contribute to strategic and operational planning as a member of the Library Leadership Team. Provide expertise and advice to the Head of Digital Library Services and to service owners and managers across the Library. Represent the Library in internal and external committees, working groups, user groups, and communities of practice.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

  To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our Capability Development Framework.