GRIFFITH UNIVERSITY
Queensland, Australia

| Position Title | Librarian, Research Content and Repositories |
|---|---|
| Group/Portfolio | Library |
| Classification | HEW 6 |
| Position Number | 00057640 |
| Reports To | Coordinator, Research Content and Repositories |
| Employment Type | Continuing |

## 1.0 Position Purpose

The Research Content and Repositories team works with researchers, publishers, and a range of internal and external service partners to maximise access to and preserve Griffith research outputs. The team enhances the visibility and impact of the University's research by ensuring the outputs are discoverable through maintaining and improving metadata quality and optimising the quantity and diversity of outputs in Griffith's institutional repositories.

Under general direction, the Librarian, Research Content and Repositories supports the maintenance and continuous improvement of institutional repository services for storing, managing and disseminating a wide range of research content, including traditional publications, higher degree by research theses, datasets, creative works, and other non-traditional research outputs.

## 2.0 Eligibility Requirements

- The occupant will hold a library and/or information management degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.

## 3.0 Key Responsibilities

- Provide a range of digital repository services, such as creating, maintaining and improving metadata, and evaluating and maintaining interoperability with third party service providers and integrated systems to ensure discoverability, accessibility, and stability. Liaise with internal and external support staff as required to ensure service quality and continuity.

- Undertake a range of tasks relating to the processing of traditional and non-traditional research outputs, Higher Degree by Research theses and other digital outputs such as datasets, software and multimedia.

- Contribute to the development, maintenance and improvement of business processes, workflows and guidelines for capturing, describing, and disseminating research outputs, monitoring and implementing relevant industry standards and best practice to identify risks, issues and opportunities. Apply policies and procedures to create and maintain

persistent identifiers.

- Communicate effectively with repository vendors to ensure technical issues are resolved. Make recommendations about repository customisations as needed and review regular vendor software releases, applying change control procedures, including user acceptance testing and communication to affected stakeholders.

- Apply appropriate project management methods to continuous improvement initiatives e.g., to incorporate new types of research content, improve data quality, or refine workflows. Typically these will be activities with a clear scope, lower risk profile, lower resource needs, and shorter timelines. Contribute as a team member to larger projects as required.

- Provide advice and training to researchers to improve metadata quality and promote good practices in relation to copyright, national responsible research guidelines, funder and publisher agreements, and Griffith policies and procedures.

- Build positive working relationships, contribute to a collegial environment, and build knowledge through participating in internal and external working groups, user groups, and communities of practice.

- Target communications to different audiences, including presenting complex technical information effectively to non-technical clients and colleagues.

- Maintain 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 Self section of our [Capability Development Framework](#).