

Position Title	Library Officer, Research Content and Repositories
Group/Portfolio	Library
Classification	HEW 5
Position Number	00041080
Reports To	Coordinator, Research Content and Repositories
Employment Type	Continuing

1.0 Position Purpose

As part of the Digital Library Services team, this role contributes to an environment in which there is commitment to open communication, ongoing innovation, and continuous improvement.

The team has a central and strategic role in delivering specialised, system-driven support for repositories that expose Griffith-generated research content to global audiences to increase the impact and influence of the University's scholarship and research. Under the broad direction of the Coordinator, the Library Officer (Research Content and Repositories) applies technical knowledge and expertise in repository systems, leveraging automation and workflow design to ensure that the University's scholarly outputs are discoverable and accessible in Griffith University's institutional repositories.

2.0 Eligibility Requirements

The occupant will hold a degree in either Library and/or Information Management; or an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Provide a range of services across institutional repositories, including acquiring and processing research outputs from multiple sources, ensuring high quality and industry best practice metadata standards and curation methods are applied.
- Design, configure and maintain automated processing and batch ingest workflows to manage large volumes of research outputs, including system integrations and APIs, file handling, validation, quality control, and metadata standardisation and enrichment.
- Develop and manage automation for repository task initiation and coordination, including the configuration of tools and services to support repository deposits, researcher communications and exception handling.

- Obtain, analyse and track statistics, and contribute accurate repository and research output data, including the verification and maintenance of publication records to support internal and external reporting and data collection obligations.
- Provide specialist operational advice and advocacy to researchers, academic staff, and University stakeholders on repository workflows, metadata standards, licensing, open access benefits and requirements and automated processes.
- Contribute to repository maintenance and functional testing of system upgrades, enhancements and workflow changes, documenting outcomes and recommending improvements.
- Ensure adherence to relevant copyright and licensing requirements and compliance with funding agency policies.
- This position may be required to take on other responsibilities, in line with the expectations of a role at this level, which contribute to the overall objectives of the Digital Library Services team.
- Ensure 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](#).