

Position Title	Senior Librarian (Resources)
Group/Portfolio	Library
Classification	HEW 7
Position Number	00021078
Reports To	Manager, Scholarly Resource Services
Employment Type	Continuing

1.0 Position Purpose

This position reports to the Manager, Scholarly Resource Services and works closely with the Head of Scholarly Resource and Library Campus Services. The position supports effective management of the Library Resources Budget and scholarly resource procurement ensuring compliance with university procurement processes. The role works collaboratively with stakeholders across the Library and the University as well as externally acting as a key contact with library vendors and as Griffith's CAUL Content Coordinator.

2.0 Eligibility Requirements

- The incumbent will hold a relevant degree with at least 4 years' subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- Eligibility for associate membership of the Australian Library and Information Association.

3.0 Key Responsibilities

- Analyse and interpret data and produce reports that support collection development and management including acquisition and cancellation and strategic and operational planning as it relates to scholarly resources.
- Support and undertake negotiations, under the broad direction of the Head of Scholarly Resource and Library Campus Services, for the procurement and licencing of scholarly resources to deliver optimal financial and strategic outcomes in line with the Scholarly Resource Strategy.
- Support the effective preparation, monitoring, reporting, and operational management of the Library Resource Budget, ensuring compliance with relevant legislation and University policies and procedures.
- Contribute to continuously improving processes and procedures relating to procurement of scholarly resources.

- Act as the University's CAUL Content Coordinator
- Establish, develop, and maintain effective working relationships with vendors, publishers, and agents' representatives to ensure timely and effective communications on matters such as licences, new offers and products, quotes, renewals, vendor onboarding escalating issues to Manager and / or Head as required
- Collaborate with colleagues to support activities such as promoting new acquisitions, vendor training, course accreditations, developing academic programs, identifying alternate textbooks, and providing feedback on collection use and future needs.
- Support and 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 Leads Others section of our [Capability Development Framework](#).