

Position Title	University Librarian
Group/Portfolio	Library
Classification	Senior Manager
Position Number	00053958
Reports To	Deputy Vice Chancellor (Education)
Employment Type	Fixed Term

1.0 Position Purpose

The University Librarian is responsible for providing strategic leadership and management of Library services and infrastructure to ensure relevance and alignment to the University strategy. The position guides and leads the strategic direction of the Library in support of the University's research, teaching and learning goals. The position provides leadership in contemporary scholarly information practices while also ensuring optimisation of services, resources and systems to meet current and emerging needs of the University community.

The University Librarian will build and nurture a library and information workforce for the global digital knowledge environment and lead a team to deliver expert library and learning support services.

2.0 Eligibility Requirements

- Postgraduate degree in library or information science or other relevant discipline, with extensive experience and proven expertise in library or information management in a senior role, or equivalent knowledge and training.
- Eligibility for associate membership of the Australian Library and Information Association.

3.0 Key Responsibilities

- Lead and manage the development and delivery of contemporary, effective and efficient library services, including library information resources procurement and management, and management of Griffith's scholarly outputs.
- Develop, implement and evaluate the library's vision, and strategic plan to ensure alignment with the University's goals.
- Develop and sustain partnerships with other elements of the University to ensure library and learning services are aligned with the University's aspirations.
- Work closely with clients at all levels in the development and delivery of plans, policies and implementation strategies to meet agreed objectives.

- Manage the human, financial and physical resources of the portfolio to ensure all projects and services meet budget, schedule and quality objectives.
- Promote a client-focused and performance-oriented work environment.
- Undertake continuous assessment and evaluation of services and systems to ensure that appropriate standards of quality, timeliness, and effectiveness are met.
- Represent, advocate and engage purposefully as a member of relevant strategic groups, committees and working groups to enhance the visibility of the library service and its value to the University.
- Foster the development of strategic relationships with key organisations throughout the sector, as appropriate.
- 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 Function section of our [Capability Development Framework](#).