

# Position Description



<b>Position Title</b>	Librarian (Scholarly Resource Services)
<b>Group/Portfolio</b>	Library
<b>Classification</b>	HEW Level 6
<b>Position Number</b>	00041669
<b>Reports To</b>	Manager, Scholarly Resource Services
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The Librarian works collaboratively with other team members and university staff as required to provide and maintain scholarly resources that support the teaching, learning and research goals of the University.

As part of the Scholarly Resource Services team, this role contributes to an environment in which there is commitment to open communication, ongoing innovation and continuous improvement. Under the general direction of the Manager, Scholarly Resource Services, this position coordinates services and functions which ensure high quality service delivery and efficient and effective delivery of operational, strategic and project work within the team. The position may be involved in the delivery of a number of supports and can work across a variety of tasks, including:

- acquisitions, access and licensing of scholarly resources,
- original cataloguing, and
- appropriate financial tasks in relation to the library resource budget.

## 2.0 Eligibility Requirements

- The occupant of this position will hold tertiary qualifications in library or information science or other relevant discipline or an equivalent combination of relevant knowledge, experience and training.
- Eligibility for Associate membership of the Australian Library and Information Association

## 3.0 Key Responsibilities

- Liaise with Griffith students, Griffith staff, resource suppliers and publishers to clarify and ascertain requirements and resolve complex access, supply, invoicing and other service and resource issues via email, phone and the Griffith Service Management Tool.
- Manage the acquisition, cataloguing and access of scholarly resources, both electronic and print, maintaining accuracy and currency of records including

undertaking original and copy cataloguing and classification of resources to international standards and library specifications.

- Analyse data collated from various systems, such as the library management system, publisher platforms and/or other service providers, to create reports to support evidence-based decision-making.
- Develop, write and implement procedures for services and functions related to scholarly resource services under the general direction of the Manager, Scholarly Resource Services.
- Support the evaluation, negotiation and communications concerning resource licences and ensure adherence to licencing requirements and copyright laws in the provision of services and resources.
- Develop self-help resources and deliver training and presentations that support the services and operational functions of scholarly resource services.
- 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](#).