POSITION DESCRIPTION



Research Metadata and Repository Librarian

POSITION DETAILS

Position Title	Research Metadata and Repository Librarian
Classification	HEW 6
Position Number	7004015
School/Office	Library
Division	Division of Education and Students

POSITION PURPOSE

The Research Metadata and Repository Librarian works under general direction to lead the development and delivery of metadata and repository services that enhance the discoverability, accessibility, and impact of Western Sydney University's research outputs. The role applies specialist expertise to the initial assessment and strategic description of scholarly resources, ensuring metadata quality and alignment with institutional priorities and national standards.

Through evidence-based practice, continuous improvement, and the integration of disruptive and emerging technologies, the position supports the advancement of research dissemination, compliance, and visibility. This includes contributing to persistent access and accurate citation through the minting of Digital Object Identifiers (DOIs). The role also builds capability across the Research Engagement team by providing expert guidance, training, and support in metadata standards, repository workflows, and research output management.

KEY ACCOUNTABILITIES

1. **Lead** the initial assessment and strategic description of scholarly resources, including research outputs and theses, to ensure accurate metadata creation and alignment with institutional and national standards.
2. **Manage** the integrity and functionality of the institutional repository**,** ensuring it accurately reflects Western Sydney University's research profile and supports strategic research dissemination.
3. **Provide** authoritative advice on metadata standards, repository workflows, and research output management to internal stakeholders, contributing to service excellence and continuous improvement.
4. **Ensure** metadata quality and consistency by applying national and international bibliographic standards, including the creation and maintenance of authority records for researchers.

5. **Develop** and maintain expertise in repository technologies and metadata tools, including emerging and disruptive technology such as AI-assisted metadata generation and automated classification.
6. **Collaborate** with Library Collections and Research Engagement Team and the University Research Services team to align repository practices with broader library and university strategies, including open access and copyright compliance.
7. **Contribute** to policy development and service innovation by participating in working groups, committees, and strategic initiatives related to research metadata and repository services.
8. **Deliver** training and guidance to colleagues to build capability in metadata creation, repository workflows, and emerging standards, fostering a culture of shared expertise.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Completion of a degree in a relevant discipline—such as library or information services—along with relevant work experience; or an equivalent combination of relevant education, training, and experience.
2. Strong knowledge of metadata standards and schemas, with demonstrated experience applying these in metadata creation, cataloguing, and repository services— preferably within an academic or research environment.
3. Demonstrated expertise in metadata implementation and management, including the initial assessment and strategic description of scholarly resources, with a strong understanding of repository workflows and the research output lifecycle.
4. Proven ability to deliver training and guidance to individuals and small groups, supporting capability development in metadata and repository practices.
5. Highly developed written and verbal communication skills, with strong interpersonal and collaboration abilities across diverse teams and stakeholders.
6. Demonstrated capacity to engage with emerging technologies, including repository platforms and AI-assisted metadata tools, with a commitment to continuous learning and innovation.

KEY RELATIONSHIPS

- **This position reports to**: Research Engagement Manager
- **This position supervises**: n/a
- **Key internal relationships**:
    - Collections Manager
    - Library Research Engagement Team
    - University Research Office
    - Library Systems Team
    - Academic staff
    - Copyright and Licensing Consultant
- **Key external relationships**:
    - Metadata and repository communities of practice
    - Providers and Vendors

CHALLENGES

- Resolving complex metadata and authority control issues, requiring specialist knowledge and precision across diverse research outputs, including theses.
- Keeping up with evolving metadata standards, repository technologies, scholarly resource assessment tools and university research reporting requirements, and adapting workflows

accordingly.

- Engaging with emerging technologies, such as AI-assisted metadata generation, while maintaining ethical standards and metadata quality.
- Collaborating across multiple stakeholder groups, including academic staff, research support teams, and systems specialists, to deliver consistent and compliant repository services.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

→ Code of Conduct
→ Work Health and Safety and Wellbeing Management System
→ Enterprise Agreement or Award
→ Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.
→ As the Library operates on multiple campuses is an expectation of the role that it may be required to travel to and work from any campus library subject to appropriate notification

Approved by:
Date: