POSITION DESCRIPTION



Library Content Coordinator

POSITION DETAILS

Position Title	Library Content Coordinator
Classification	HEW 7
Position Number	7005981
School/Office	Library
Division	Division of Education and Students

POSITION PURPOSE

The Library Content Coordinator operates under broad direction to lead the acquisition, renewal, and licensing of scholarly resources across Western Sydney University Library. This position applies expert knowledge and independent judgement to ensure resources are procured efficiently, managed in accordance with licensing agreements, and aligned with the University's teaching and research priorities.

Through evidence-based decision-making, continuous improvement initiatives, and the integration of disruptive and emerging technologies, the Coordinator ensures the Library's collections remain responsive, accessible, and strategically aligned. The role contributes directly to student success, enhancing the student experience and supporting research excellence in line with the University's strategic goals.

The position also contributes to the development, interpretation, and implementation of policies related to content procurement and licensing, engages in complex negotiations with vendors and consortia to secure sustainable access to scholarly resources, and represents the University Library in external forums, committees and professional networks, contributing to sector-wide discussions and initiatives relating to scholarly content and access.

KEY ACCOUNTABILITIES

1. **Lead** strategic procurement of scholarly resources, ensuring alignment with teaching and research priorities through data-informed decision-making**.**
2. **Manage** vendor relationships and licensing negotiations to secure value-driven agreements that support digital access, compliance, and long-term sustainability**.**
3. **Drive** innovation in collection development through the application of emerging technologies, analytics and evidence based approaches to enhance resource selection, access, and user experience**.**

4. **Influence** practice and collaboration across the Collections Team's activities by guiding staff, shaping workflows around acquisitions and electronic resource management, and promoting shared accountability and continuous improvement.
5. **Recommend** resource allocations and monitor expenditure to ensure effective use of resources in consultation with the Collections Manager, ensuring transparency, cost-efficiency, and alignment with strategic priorities.
6. **Evaluate** collection performance using usage data, analytics and stakeholder feedback to inform strategic decisions and maintain a responsive, high-impact library collection**.**
7. **Collaborate** with academic staff and Learning Partnership Librarians to ensure collections support curriculum needs, student success and research excellence.
8. **Lead** the exploration and implementation of technology-driven tools and systems to enhance procurement efficiency, licensing workflows, and data-informed collection decisions.

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. Extensive experience in library collection operations, including scholarly content procurement, licensing, electronic resource management or related collection services, preferably in an academic or research library.
3. Demonstrated ability to work collaboratively across teams, with strong interpersonal skills and the capacity to influence outcomes and contribute to a positive, high-performing work environment.
4. Strong analytical skills, including the ability to use data, evidence and stakeholder feedback to inform collection decisions, renewal recommendations, budget monitoring, and continuous improvement.
5. Excellent communication, negotiation, and stakeholder engagement skills, with the ability to build productive relationships and influence outcomes across internal teams, vendors and external partners.
6. Demonstrated ability to use and improve library systems, procurement workflows and collection management tools, including the capacity to identify opportunities for more efficient, consistent and user-focused practice.

KEY RELATIONSHIPS

- **This position reports to**: Collections Manager

- **This position supervises**: N/A

- **Key internal relationships**:
    - Collections and Research Engagement team
    - Learning Partnerships Librarians
    - Academic staff
    - Library Systems team
    - Finance and Procurement Teams
    - Office of General Counsel
    - Library Copyright and Licences Specialist
    - Other Library teams

- **Key external relationships**:
    - Library suppliers and vendors
    - Scholarly publishers and content providers
    - Professional bodies and sector networks
    - CAUL and consortia partners
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CHALLENGES

- Balancing diverse stakeholder expectations across academic, legal, procurement, and library teams while maintaining timely and policy-compliant access to scholarly resources.
- Adapting collection strategies to meet evolving teaching and research needs in a hybrid learning environment, while balancing finite collection budgets and responding to shifting patterns in resource usage and discovery.
- Navigating the changing landscape of scholarly publishing, including negotiating Read & Publish agreements and complex vendor contracts, while ensuring compliance with licensing frameworks and institutional policies.
- Driving continuous improvement in collection development using emerging technologies, analytics and evidence-based approaches to enhance resource selection, access and user experience.

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: People & Culture
Date: 12/8/26