POSITION DESCRIPTION

POSITION TITLE: LIBRARIAN

POSITION NUMBER:

DEPARTMENT: HIGHER EDUCATION

CLASSIFICATION:

FRACTION: .4 initially with a possibility of progression to full time as student numbers grow.

EFFECTIVE DATE:

INCUMBENT: _________________________________________________________________
SIGNATURE __________________________________________DATE _____________________

CHIEF EXECUTIVE OFFICER: ______________________________________________
TITLE: _________________________________________________________________
SIGNATURE __________________________________________DATE ___________________
ORGANISATIONAL CONTEXT:

The Victorian Institute of Technology (VIT) is a vocational education provider who has recently been approved as a Higher Education provider. We are committed to provide students with the best possible educational opportunities and outcomes appropriate to their needs. The Institute strives to imbue students with the knowledge skills and abilities to become creative, self-motivated professionals with both specialist knowledge and high skill levels in their chosen area of work.

VIT has received TEQSA accreditation and approval to deliver a single higher education course, the Bachelor of Information Technology and Systems and will commence delivery in early 2015.

The Librarian reports to the CEO and has responsibility for the development of a small library and associated learning resources and materials to support the delivery of units within the higher education programs offered by VIT which will be Information Technology based initially.

KEY RESULTS AREAS AND RESPONSIBILITIES:

1. Liaison
   - Actively engage with lecturers, students, and staff in higher education at VIT.
   - Promote current services and materials to students including emerging digital resources, the development of new online tools, and the integration of information literacy skills into the curriculum.
   - Assess user needs to develop and maintain a relevant and up to date collection.
   - Liaise with academic staff to maintain knowledge of scholarship in the IT discipline and use this knowledge to respond to needs.
   - Provide advice to VIT management in relation to the budget required to maintain an effective library service.

2. Collection Development and Management

Build and manage the library collection at VIT through:

- Systematically select material in all formats (print, manuscripts, digital, data sets, fixed and streaming multimedia), to serve the current and future research, teaching, and learning needs of VIT
- Manage collection budget.
- Strategically assess and make decisions regarding the acquisition, retention and preservation of the collection.
- Establish and maintain an electronic catalogue for the collection.

3. Teaching and Learning

- Actively engage with academic staff to integrate information literacy concepts and skills into the curriculum.
- Develop learning materials and instructional sessions in a variety of formats that teach students to:
  - recognize information needs, create successful search strategies, and evaluate and effectively use information resources in all formats,
  - understand the research and scholarly communication patterns
  - understand the economic, social, and legal issues around the use of and access to information
- Develop and manage physical and/or online learning spaces.
4. **Online Learning and Digital Tools**

- Identify areas where new online learning and digital tools can contribute to teaching, learning and research.
- Collaborate in the design, implementation, and maintenance of online tools and services that meet the needs of students and staff.
- Actively participate in the coordination and integration of online tools in support of teaching, learning and research.

5. **Reference Services**

- Provide high quality reference and research support on demand by:
  - Providing assistance and one-to-one instruction in finding and evaluating information
  - Providing assistance in accessing library resources and services
  - Providing feedback about user success with resources and services
  - Providing support in using information effectively in all formats

**KEY SELECTION CRITERIA:**

1. **Primary Skills**

- Demonstrated librarian skills and enthusiasm for meeting the needs of international students in higher education
- Highly developed interpersonal communication skills and the ability to engage with students and staff and ensure the delivery of high quality information services
- Relevant experience in establishing and maintaining a collection in an HE environment

2. **Knowledge**

- Understanding of higher education and knowledge of the ESOS legislation
- Proven administrative and organizational skills
- Clear understanding of the perspectives and aspirations of students and staff
- Awareness of and respect for foreign cultures

3. **Experience**

- Substantial experience within a higher education library
- Demonstrated ability to work in a team environment
- Experience in dealing with international students

4. **Other attributes**

- Belief in the primary importance of education to human endeavour
- Commitment to achieving shared goals
OTHER JOB RELATED INFORMATION:

1. Qualifications required

   Minimum
   
   Undergraduate degree and post graduate librarian qualification

   Preferred
   
   • Experience in the development of digital materials

2. Experience required

   • Minimum three years higher education experience