

## POSITION DESCRIPTION

### POSITION INFORMATION

POSITION TITLE: Liaison Librarian

WORK AREA POSITION CODE: *(To be allocated by Human Resources)*

FUNCTIONAL UNIT: Campus Library

ORGANISATIONAL UNIT: Library Directorate

CAMPUS: MacKillop campus, North Sydney

NOMINATED SUPERVISOR (TITLE): Campus Library Manager

CURRENT CLASSIFICATION: HEW Level 7

EMPLOYMENT TYPE Continuing, Full time

A period of probation may be attached to this position.

REMUNERATION & BENEFITS: A range of generous conditions of employment and entitlements are provided to staff some of these include: generous leave conditions; flexible working conditions; comprehensive Staff Development Programs; salary packaging benefits as a rebate able employer; reward and recognition programs.

SUPERANNUATION: The University will contribute an amount equivalent to 9.5% or 17% of your gross annual salary to superannuation dependant on salary level, length of appointment or age.

DATE DEVELOPED/ REVIEWED May 2012

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## AUSTRALIAN CATHOLIC UNIVERSITY

### ***Mission Statement:***

***Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.***

Australian Catholic University (ACU) welcomes students and staff of all beliefs. It is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is, Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education and, the Common Good and Social Justice.

ACU has over 1,800 staff supporting more than 30,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Deputy Vice-Chancellor Research
- Deputy Vice-Chancellor Students, Learning and Teaching
- Chief Operating Officer

Each portfolio consists of a number of Schools, Directorates or Institutes;

- Five Associate-Vice-Chancellors or Campus Deans that focus on the University's local presence and development of the University at the local 'campus' level; and
- A Directorate of Identity and Mission that drives both the Identity and the [Mission](#) of the University and includes a number of Institutes and Directorates.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at [www.acu.edu.au](http://www.acu.edu.au).

## **LIBRARY**

The Library is part of the Deputy Vice-Chancellor (Students, Learning and teaching) portfolio. It supports the University's Mission and its learning, teaching and research objectives by delivering flexible access to a wide range of information resources and by providing quality services and facilities in the University's six campuses. It is well regarded within the University as a key contributor to the University's success.

Its primary clients are the students and staff of the Australian Catholic University. However, it also offers services to the wider community and, through its service delivery partnerships in resource sharing; it offers services nationally and internationally.

Led by the Director of Libraries, it comprises two Divisions, each led by an Associate Director, responsible for

- Library Resources and Access
- Library Client Services

## POSITION PURPOSE

The Liaison Librarian is the primary library contact for academic staff and students of a designated School/s. Through regular contact they promote awareness and facilitate the use of the library, its resources and services to support teaching, learning and research.

The Liaison Librarian deals directly with the information and research needs of the staff and students of the School/s, as well as with the wider campus community. They are solely responsible for the development and delivery of an Information Literacy program for the School/s, which integrates with the curriculum and allows participants to establish competencies as independent and effective information users in line with the University's Graduate Attributes.

The Liaison Librarian is a major driver of information resource management with responsibility for ensuring that all of the resources, both paper and electronic, to support the research and teaching run by the School/s, are available and ready for use when required. Working in collaboration with academic staff, it is their job to ensure that the collection is relevant, up-to-date and balanced, and that appropriate access is set in place.

While working independently, the Liaison Librarian also works in local and cross-campus teams with other Liaison Librarians. This is to ensure the development of effective and consistent University-wide service and resource provision, within the context of a rapidly growing number of centrally coordinated course offerings and the ongoing development of units that are delivered online.

## POSITION RESPONSIBILITIES

- School Liaison: establishes good working relationships with a designated School/s, promote the Library's services, understand the needs of the students and staff of the School and provide them with support.
- Information Resource Management: develops the Library's collections in areas relevant to the academic programs and research needs of the School/s.
- Information Service Provision: provides information services through a variety of means including rostered shifts on the Information Desk and the Library's virtual reference services: Ask Your Librarian and real-time Chat.
- Information Literacy: has sole responsibility for the initiation, development and delivery of relevant sequential Information Literacy Programs for the School/s, which will enable students to become independent and effective information users.

Other duties: undertakes other professional library duties as required, including managing projects.

## **SKILLS, KNOWLEDGE AND EXPERIENCE (Selection Criteria)**

### **Essential**

1. Undergraduate or postgraduate degree in Library Science or Information Management, conferring eligibility for professional membership of the Australian Library and Information Association with substantial library experience delivering library information services and information literacy programs.
2. Sound knowledge of librarianship, information management and the application of information technology.
3. Knowledge and practice of Information literacy/Legal research training.
4. Developed interpersonal, negotiation and advocacy skills.
5. Advanced communication skills in speaking, writing and presenting.
6. Demonstrated commitment to customer service and a proven ability to deliver high quality client-focused services.
7. The ability to work independently and as a constructive team member.
8. Time and project management skills.
9. Developed computer use skills, especially with the Microsoft Office suite.
10. Demonstrate a commitment to working in an environment of performance excellence, guided by ACU's [Service Principles](#).
11. Applicants should demonstrate awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.
12. Applicants should demonstrate commitment to cultural diversity and ethical practice principles, and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.

### **Desirable**

1. A qualification such as the Graduate Certificate in Higher Education or a Certificate IV in Training and Assessment.
2. Previous experience in a Law library and/or a Law qualification.
3. Knowledge of current teaching practice and issues in higher education, as well as an understanding of current practices in the marketing of library services.