

# POSITION DESCRIPTION



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| <b>Position</b>             | Librarian, Collection Management         |
| <b>Level/Classification</b> | H0506                                    |
| <b>Reports to</b>           | Senior Librarian, Metadata & Collections |
| <b>Unit</b>                 | Resources & Collections                  |
| <b>Directorate</b>          | Student & Library Services               |
| <b>Positions Supervised</b> | Nil                                      |

## Position Purpose

The Librarians, Collection Management, will work as part of the Metadata and Collections team and, under broad direction, will be responsible for implementing collection development and maintenance activities across the Library's collections. They will, in consultation with relevant library and academic staff, select items for purchase, review existing collections, update relevant collection statements, and provide expert input into the development of approval plans and evidence-based acquisition programs.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

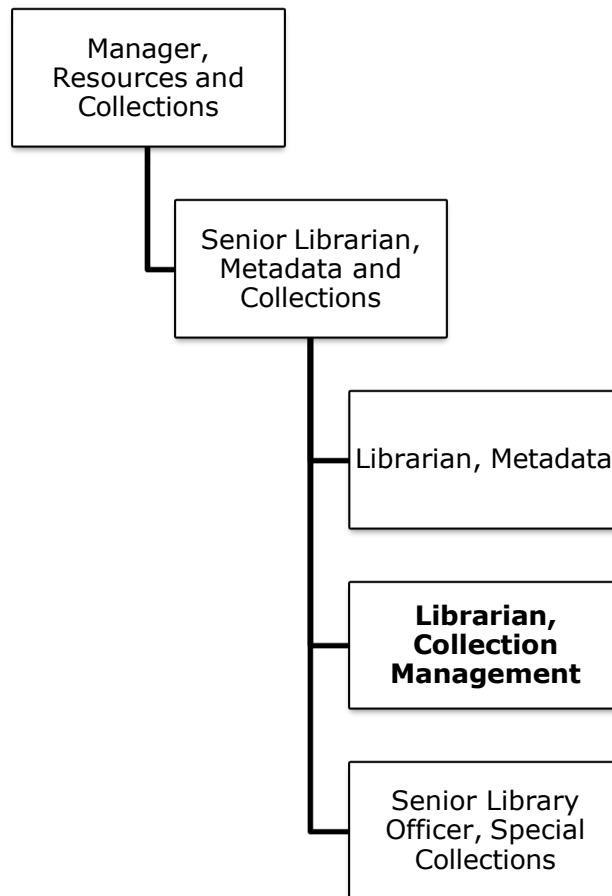
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

### About the Work Area

The Library is primarily responsible for providing information resources and services to the academic community in support of learning, teaching and research. The Library provides a friendly, engaging and professional service, focused collections, training and assistance in the location and use of information resources and an environment conducive to study. The Resources & Collections section of the University Library is responsible for the acquisition, access, metadata, and overall management of the University's Library physical and digital collections and resources, including special collections.

### Reporting Relationships



## **Key Responsibilities/Duties**

1. Contribute to the development of the Library collection including the selection of appropriate information resources in all formats
2. Contribute to the development and implementation of deselection and relocation programs and initiatives for information resources in all formats
3. Design and implement efficient resource acquisition strategies, including approval plans, and evidence-based or demand-driven acquisition programs
4. Liaise and consult with colleagues throughout the Library and the University including academic staff
5. Contribute to the development of Library policies and practices
6. Deputise for the Senior Librarian as required
7. Carry out, and assist with, other duties as required

## **Selection Criteria**

### **Essential**

1. Completion of a degree; or an equivalent combination of relevant experience and/or education/training
2. Eligibility for associate membership of the Australian Library and Information Association
3. Excellent written and interpersonal communication skills including the ability to make presentations
4. Demonstrated ability to work independently and cooperatively in a variety of teams
5. Excellent analytical and problem-solving skills
6. Knowledge of and interest in information technology developments as related to library services and initiatives

### **Desirable**

1. Experience in collection management, including the selection, review and deselection of resources

## **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

## General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

## Guiding Principles and Values/Code of Ethics and Code of Conduct

### Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

### Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*