

UNIVERSITY OF NEW ENGLAND
POSITION STATEMENT

DEPARTMENT: University Library
POSITION TITLE: University Librarian
POSITION NO.: 2890
REPORTS TO: Pro Vice-Chancellor (Academic)
DATE: July 2008

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

CONTEXT AND ORGANISATIONAL RELATIONSHIPS:

The University of New England is Australia's original non-metropolitan university, with an institutional history extending back to the 1920s. Based in the university city of Armidale NSW, UNE provides high quality undergraduate and postgraduate teaching on campus and by distance education, and produces outstanding research results.

The University Library includes the central Dixson Library and Learning Commons and the Law Library, and is responsible for the University's Archives and Heritage Centre. It actively tailors services to the needs of users and provides services beyond its physical boundaries, notably electronic access to resources. It houses physical library collections of close to a million volumes.

Dixson Library collaborates with University of Newcastle Library and with affiliated regional hospitals regarding provision of library services to the newly-established School of Rural Medicine under the Joint Medical Program. It has reciprocal borrowing arrangements with regional TAFE libraries. The University's Archives is also a regional repository for the State Records Authority of New South Wales (State Records).

Also reporting to the Pro Vice-Chancellor (Academic) are the directors of Student Administration & Support, the Teaching and Learning Centre, and the Oorala Centre. Reporting to the University Librarian and comprising the Library management Team (LMT) are the four heads of Library departments and the University Archivist who is responsible for the Heritage Centre.

POSITION OBJECTIVES:

The University Librarian is responsible for strategic leadership, development and effective management of the library's human, financial and technological resources in providing and promoting quality services in support of the University's programs and priorities in teaching, learning, research and *regional to global* outreach.

The University Librarian plays a pivotal role in engaging with and contributing to learning, teaching and research issues throughout the University and will contribute to major policy and planning forums and committees of the University; will work closely with related directorates

notably ITD and TLC; will play an important role in developing the e-learning and e-research structures of the University; will position the Library in the institution's core business; and will enthusiastically and effectively promote the Library's role and ambitions.

The University Librarian will ensure service quality and improvement by ongoing monitoring and evaluation of service provision, by planned staff development, and by fostering innovation and professional contribution.

KEY RESPONSIBILITIES:

1. Lead, manage and direct the University Library to fulfil the University's strategic goals in teaching, learning, research and outreach while ensuring the efficient, appropriate and effective direction of its human, physical and financial resources.
2. Contribute to the achievement of University and Library goals by providing vision and leadership in developing and delivering strategic and operational plans.
3. Provide strategic leadership in the areas of resource building and information management, both internally and within the national and international contexts. In particular, continue to lead the development of digital delivery via e-learning, e-research and automated document delivery systems, and to maintain an appropriate balance between the demands for print and electronic information resources.
4. Contribute fully to the senior management and development of the University as a whole through participation in forums, reviews, and committees responsible for policy and practice.
5. Ensure the Library is positioned centrally in the educational processes of the University by liaising effectively with senior management, user groups and staff, and by participating in key forums, reviews, and committees responsible for policy and practice.
6. Ensure the maintenance and improvement of the quality of library services to the UNE community through the processes of annual operating plans, regular organisational review and assessment of needs.
7. Identify and develop appropriate opportunities for academic and professional service links, internal and external to UNE, in Australia and overseas, that result in the maintenance or enhancement of information access, or contribute to the economic viability and performance of the Library system.
8. Advance research and discussion relating to the management of information resources at a regional, state, national and international level, representing UNE in the external environment in key forums (such as Council of Australian University Librarians (CAUL) and the Queensland Libraries Office of Cooperation (QULOC)). Foster and maintain strategic alliances and networks at a regional, national and international level for the benefit of the UNE community.
9. Manage Library staff effectively, fairly and equitably. Develop staff capability via programs to mentor, motivate, encourage and promote professional development, including participation in projects, workshops and conferences, and opportunities for formal study, staff exchanges and internships, as an integral part of continuous service improvement.

10. Ensure that the Library communicates effectively with all clients through the web presence, publications, guides, surveys, workshops, meetings and direct contact so that client needs are well understood and service provision is well known.
11. Promote the development, management, preservation and use of the Library's collections, both in print and electronic format, so as to capitalise on the University's investment in the Library system.
12. Pursue opportunities to enhance library infrastructure, services, collections and reputation by supporting innovative projects, and securing grant monies and donations.
13. Demonstrated understanding and commitment to OH&S, risk management, quality assurance and EEO principles as they relate to this position.

SELECTION CRITERIA

1. Appropriate tertiary qualifications, including eligibility for professional membership of the Australian Library and Information Association (ALIA). Postgraduate qualifications are desirable.
2. Extensive experience in strategic leadership and management of library services at a senior managerial level.
3. Significant experience in budget planning and management, strategic planning, and policy development and implementation.
4. Sound understanding of the issues and challenges associated with provision of library services in the contemporary Australian tertiary education environment.
5. Demonstrated outstanding interpersonal and communication skills and a proven record of the ability to:
 - Lead and motivate staff to achieve excellence in work performance and client service
 - Work effectively across organisational boundaries and flexibly with senior management in solving complex problems
 - Establish and maintain effective collaborative relationships across a large organisation.
 - Represent the University and engage in strategic collaboration with external stakeholders and other organisations
6. Considerable experience in the application of information and communications technologies to library and information services.
7. Excellent decision-making, problem-solving, advocacy and negotiation skills.
8. Demonstrated understanding of EEO and OH&S principles as they relate to this position.