Liaison Librarian
University Library
Fremantle Campus

Candidate information pack
notredame.edu.au
ABOUT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

The Objects of the University are:

a) the provision of university education, within a context of Catholic faith and values; and
b) the provision of an excellent standard of –
   i) teaching, scholarship and research;
   ii) training for the professions; and
   iii) pastoral care for its students.

The University of Notre Dame Australia is a private Catholic university with over 700 staff providing an exceptional educational experience to over 12,000 students across our Broome, Fremantle and Sydney campuses.

Degrees and courses are offered in: Arts & Sciences, Business, Education, Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy and Theology.

The University has sought to create an environment where staff and students feel part of a community, welcoming people from all backgrounds regardless of their faith. As a Catholic University, Notre Dame is committed to the pastoral care of staff and students.

The University seeks to recruit outstanding people who understand and respect our Objects, and have the skill, experience, qualifications, drive and persistence to pursue them. We expect our staff to be committed to excellence, to be creative, resourceful, self-initiating, and caring of each other and their students.

The University has a focus on educating the whole person and in forming our students intellectually within the context of the integration of faith and reason.

We achieve this through providing a liberal arts education in the Catholic intellectual tradition. As a young and innovative university, we are dedicated to providing a personal service to our students and adopting a caring approach to learning. Providing high quality university teaching, and professional work experience opportunities are critical to preparing our students for life and great career.

Integral to our success is our staff. We greatly value their loyalty to the University, our students and their commitment to striving for excellent results.

We look forward to welcoming you to our unique Notre Dame community.

For more information about Notre Dame, working for a Catholic university and our Staff Benefits visit notredame.edu.au/about/employment
POSITION DETAILS

Position title  Liaison Librarian
School/Office  University Library
Location  Fremantle Campus
Employment type  Full-time, Continuing
Remuneration  $99,822 pa (Level 7), inclusive of $87,168 base salary pa, 13% superannuation and 17.5% annual leave loading
Closing date  29 January 2020

About the role
This position is responsible for developing and maintaining effective relationships between the library and designated schools and centres. The position develops library collections that support the teaching and research of these schools and centres, ensuring staff and students can effectively utilise collections to achieve their research goals.

Enquiries about the role
For further information about the role, please contact Jackie Stevens, Manager Research Services, University Library on 08 9433 0735 or Jackie.stevens@nd.edu.au

How to apply
Submit your application to Seek

Applicants are expected to address all selection criteria in their application and have current and valid work rights in Australia.

For further information on how to prepare your application visit notredame.edu.au/about/employment/how-to-apply

Aboriginal and Torres Strait Islander people are encouraged to apply.

The University of Notre Dame Australia seeks to increase the diversity of our workforce to better meet the different needs of the University and its stakeholders and to improve equal opportunity outcomes for our staff.
DUTY STATEMENT

The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia General Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position reports to the Liaison Librarian.

The duties of the position include, but are not limited to:

1. developing and delivering innovative research support services and research skills instruction;
2. liaising with faculty staff regarding the development of Library services and collections;
3. managing the development of client-focused Library collections and services;
4. developing collaborative relationships with internal and external customers and representing the library on internal and external forums;
5. liaising and negotiating with suppliers and publishers of information resources;
6. providing leadership within an area of responsibility including:
   a) coordinating and providing training; and
   b) planning, coordination and completion of special projects;
7. maintaining professional competence and knowledge, and apply this expertise in the provision of services to clients as well as in the improvement of these services;
8. participating in development of University Library policy, services and strategic plans;
9. other duties as directed by the University Librarian or delegate.

ORGANISATIONAL CHART

Manager, Research Services

- Liaison Librarian (0.9FTE)
- This position
- Liaison Librarian (0.5FTE)
SELECTION CRITERIA

Essential

1. Supportive of the Objects of Notre Dame as a Catholic University.

Qualifications and Experience:

2. Completion of a professional qualification in librarianship and relevant professional experience.
3. Proven ability to initiate and build effective relationships with clients and key stakeholders to achieve organisational goals in an academic and/or research environment
4. A high level of self-motivation, initiative and a desire to provide excellence in library services
5. Demonstrated ability to mentor others, collaborate and work effectively as a member or leader of a project team or working group

Knowledge, Skills and Abilities:

6. Demonstrated knowledge of relevant subject disciplines, scholarly communication and research impact, together with demonstrated experience in collection development and budget monitoring.
7. Demonstrated experience and capabilities in providing library services, including the design, delivery and evaluation of education and research programs.
8. Proven ability to continuously improve services and processes, particularly through use of current and emerging technologies, and application of user experience methodologies.