A. JOB PURPOSE
The Information Services Librarian is a member of a professional team who deliver UNSW Library’s information services and content to academic staff and students.

B. MAIN DUTIES
- Assist with providing high quality, reliable and consistent user and information services that meet the research, learning and teaching needs of the University
- Participate in activities that create a greater understanding and increased use of library services and resources within the University.
- Participate in continuous process improvement, including the measurement and evaluation of services.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university
- Contribute knowledge and expertise to the Library’s policy development and to its strategic and operational planning cycle
- Other duties

C. ENVIRONMENT

Position Context

The University of New South Wales is a leading Australian university with a strong record in research and a growing reputation based on its approach to learning and teaching. The University and its Library operate in an environment characterised by constant change in higher education, both nationally and globally and by increasing tensions between traditional and innovative modes of scholarly communication. Within this context, UNSW Library supports UNSW learning, teaching and research endeavours.

UNSW Library is one of Australia’s major research libraries, with extensive scholarly information resources. It serves a large population of academic staff and students on two campuses and affiliated research institutes.

A key priority of the Information Services Department is to build relationships with academic staff, academic units and students to more accurately identify needs and to develop innovative and responsive services and products to meet them.

Locations
- Kensington
- COFA
Reporting Relationships
Supervisor’s title: Information Services Team Leader

Other positions reporting to the supervisor: Information Services Librarian (HEW 6) – several positions

D. PRINCIPAL ACCOUNTABILITIES
- Communicating effectively and efficiently with members of the University’s community
- Identifying opportunities for the delivery of new and existing services by exploring the activities and priorities of research, learning and teaching
- Evaluating and measuring of services and resources
- Acting responsibly and ethically whilst working in a team of professional staff
- Contributing to the Library’s strategic and operational direction by aligning personal goals under the UNSW Workplace Planning and Career Development Scheme with those of the Library.

E. SELECTION CRITERIA
1. A degree from a higher education institution, with subsequent relevant experience or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
2. Sound experience in planning and delivering high quality library information services
3. Sound understanding of information management principles and practices, including collection development
4. Proven excellent communication and presentation skills
5. Proven excellent organisational skills
6. Sound understanding of issues and challenges facing academic and research libraries. Eligibility for Associate membership of the Australian Library and Information Association would be well regarded.
7. Knowledge of OHS responsibilities and commitment to attending relevant OHS training
8. Knowledge of equal opportunity principles