



## Position Description: Librarian

<b>Position Title:</b>	<b>Librarian (full or part time appointment will be considered)</b>
	<b>Site: King Street Campus</b>
<b>Reports to:</b>	<b>Head, Student Services &amp; Administration</b>
<b>Date:</b>	<b>May 2018</b>

### Key Purpose

The OIHE Librarian is the primary contact for teaching staff and students enrolled in OIHE courses and is responsible for the development and delivery of a library service that integrates with the curriculum and supports students to establish competencies as independent and effective information users.

The Librarian is a major driver of information resource management with responsibility for ensuring that all resources required to support the OIHE learning and teaching programs (hard copy and on-line reference databases) are maintained, available and ready to use as/when required.

The library facility is jointly used across related Oxford Education Group operations including VET, English language and senior high school. Accordingly the Librarian has a responsibility to assist and support the staff and students from these groups as and when required.

### Organizational Context

Oxford Institute of Higher Education is a registered Higher Education Provider offering a suite of degree courses allowing students to specialize in Accounting, Management, or Marketing together with a Higher Education Diploma in Business.

The Librarian works closely with the Institute's Executive Management Team, academic and professional staff. The role reports to the Head of Student Services & Administration.

### Position Summary

The Librarian is responsible for delivering library orientation and information literacy programs and providing circulation, reference and research support services to all users, and ensuring those users are able to access the information they need. The Librarian maintains collections to ensure availability of all course required materials and other related resources.

### Responsibilities

The responsibilities of the Librarian may include:

#### Library Resources

- Support the provision of library resources (including electronic databases) and services to all library users.
- Respond to enquiries and provide circulation services to all users.
- Select or develop, manage, maintain and monitor the catalogues, collections and library services in keeping with the library plan, student cohort needs and budget.
- Co-ordinate existing library resources and services into an expanded floor space area, library resource collection and service level.
- Co-ordinate inter-library loans and manage the relationships with other library services that may entitle Oxford students to a right of access
- Assist in evaluating new electronic information products and services.



#### Quality Assurance

- Develop, implement and update the library plans, strategies, policies and procedures.
- Provide advice on issues such as strategic planning for research, teaching and information services, information literacy, e-resources, collection development and analysis.

#### Staff and Student Support

- Design and deliver library induction program for new students and staff
- Design and deliver information literacy services to students through class lessons each trimester, in small group and one-on-one sessions.
- Support the development of discipline related academic skills programs for students in partnership with academic staff.
- Where possible and appropriate, directing students to resources that will assist with meeting their learning needs.
- Promote, contribute to and model a high-performing customer service culture.
- Undertake other duties as required.

### Key Selection Criteria

- Degree qualified in librarianship or equivalent.
- Eligible for professional membership with the Australian Library and Information Association (ALIA).
- Experience in delivering information and library services in an academic environment.
- A demonstrated working knowledge of library systems, referencing and the principles of information literacy.
- Experience with digital library databases, and/or online research skills.
- Well-developed computer skills particularly in MS Office suite
- Demonstrated ability to plan and organise work individually and in a team
- Demonstrated customer service, interpersonal and effective communication skills
- Demonstrated ability to innovate and take proactive actions in responding to the needs to the organisation

Signed in acknowledgment of the requirements of the position.

**Name (Printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_