

Position Description – Senior Librarian (Discovery and Access)

Updated 14/09/2026

POSITION DETAILS	
College/Portfolio	Corporate Services
Organisational Unit	Library
Supervisor (Title)	Library Coordinator (Digital Platforms and Services)
Classification	Higher Education Officer level 7
Employment Type	Continuing

POSITION SUMMARY
Under broad direction, the Senior Librarian (Discovery and Access) provides specialist expertise in the development, implementation, optimisation and evaluation of the Library's discovery services, library management systems, digital platforms and related processes. This role supports the delivery, discovery and accessibility of Library resources and services to meet the learning, teaching and research objectives of the University. Additionally, the Senior Librarian applies specialist knowledge to investigate and resolve issues, provide advice and training, contribute to projects and service improvements, as well as support the continuous enhancement of Library systems, digital services and user experiences.

UNIVERSITY EXPECTATIONS AND VALUES
All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to: • demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence • demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.</i>

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KEY POSITION RESPONSIBILITIES

The Senior Librarian (Discovery and Access) is accountable for:

1. Deliver Library systems, digital services and online content that supports the University's teaching, learning and research activities through the effective discovery, access and use of scholarly resources.
2. Lead and contribute to projects and initiatives that improve the functionality, integration, sustainability and user experience of Library technologies, systems, AI-enabled tools and digital services.
3. Manage, configure and optimise Library management systems, associated applications and digital platforms to ensure Library resources and services are discoverable, accessible, reliable and effectively maintained.
4. Develop and improve workflows, processes and integrations across Library systems, applications and digital services to enhance service delivery, resource access and operational efficiency.
5. Enhance the discovery, accessibility and visibility of Library resources and services through Library systems, websites, online learning environments and other relevant channels.
6. Provide specialist advice, guidance, training and support by investigating and resolving issues relating to Library systems, applications, data, integrations and digital services, and promoting their effective use and continuous improvement.
7. Build and maintain productive relationships with stakeholders, vendors and professional networks, and apply contemporary knowledge of library systems and digital technologies to support continuous improvement and inform recommendations on the adoption, optimisation and management of Library technologies and services.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree from a higher education institution in Library and Information Science or a related discipline, and subsequent relevant experience, or an equivalent combination of relevant experience and/or education and/or training.
- Demonstrated experience in the administration, configuration and optimisation of library management systems and associated applications, including the ability to apply technical knowledge across systems, metadata, integrations and related technologies.
- Demonstrated knowledge of the systems, technologies and processes that support the discovery, accessibility and delivery of scholarly resources and digital services in an academic library environment.
- Demonstrated experience working with web-based platforms, including knowledge of website accessibility principles, user experience, AI-enabled service improvement and effective digital service delivery.
- Well-developed to high-level written, verbal and interpersonal communication skills, including the ability to develop documentation and training materials, provide guidance, and build effective collaborative relationships with stakeholders, vendors and multidisciplinary teams.

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- Well-developed to high-level organisational, analytical and problem-solving skills, including the ability to manage competing priorities, contribute to projects, respond effectively to change and deliver outcomes within required timeframes.
- Eligibility for Professional Membership of the Australian Library and Information Association. (Desirable)
- Experience and/or certification in the administration of Ex Libris products, OpenAthens or other library technologies relevant to the position. (Desirable).

FINAL

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