

Position Description – Content Strategy Lead

Updated 14 April 2026

POSITION DETAILS	
College/Portfolio	<i>Corporate Services</i>
Organisational Unit	<i>Library</i>
Supervisor (Title)	<i>Associate Director, Content and Digital Library Strategy</i>
Classification	<i>Higher Education Officer level 09</i>
Employment Type	<i>Continuing, full-time</i>

POSITION SUMMARY
<p>The Content Strategy Lead supports the Associate Director, Content and Digital Library Strategy in delivering the Flinders University Library's strategy and operations. Under broad to generally unguided direction, this role is accountable for the delivery of Library content and Information Services to support the University's core values of being Student Centered, while supporting Research Excellence.</p> <p>This role oversees the Collection Strategy and Information Management Strategy teams, ensuring the delivery of relevant collections, high-quality research publications metadata, open access compliance, and effective records management and archival services. The position is also responsible for the financial management of the collections budget and for meeting agreed budget targets. As a member of the Library's leadership team, the incumbent is expected to contribute to a strong "one Library" ethos and to support other senior leaders in the delivery of services across all teams.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> • 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. <p>A Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. <i>A criminal record will not automatically disqualify a candidate from consideration. Each case will be assessed on its individual merits and relevance to the inherent requirements of the role.</i></p>

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Every One Matters.**

Agenda 2035



KEY POSITION RESPONSIBILITIES

The Content Strategy Lead is accountable for:

- Lead, mentor and manage the performance of direct reports, including the Coordinator (Collections Strategy) and the Coordinator (Information Management Strategy), with a focus on developing their leadership capability and achieving strategic outcomes.
- Managing Library collections and information activities, including research publications metadata, open access compliance, records management, and archives.
- Fostering a culture of continuous improvement in operational processes and service delivery.
- Providing oversight of relevant budget(s) through financial analysis and reporting for management.
- Creating effective reports and statistical analyses to meet organisational needs.
- Developing and supporting an agile culture of creativity and innovation through collaboration and engagement across the Library and the University community.
- Chairing relevant Library committees and working groups and representing the Library in relevant forums within and beyond the University.
- Deputising for the Associate Librarian, Content and Digital Library Strategy as needed.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Postgraduate qualifications and relevant experience in library and information science or another relevant discipline, or an equivalent combination of relevant training and experience.
- Broad to extensive leadership experience in an academic library including the ability to lead people effectively through significant workplace change and manage projects and coordinate teams/groups to achieve successful outcomes.
- Demonstrated broad to extensive experience in leading and supporting managers to deliver responsive, effective, consistent and innovative services.
- Demonstrated broad to extensive experience in managing budgets, financial analysis and reporting.
- Demonstrated experience in planning, prioritising and allocating human and financial resources to meet strategic priorities.
- Demonstrated high level written, verbal, and interpersonal communication skills in both digital and face-to-face environments.
- Demonstrated broad to extensive experience with analytics and data management to provide an evidence basis for strategic decision- making.
- Demonstrated high level ability to develop new initiatives, developing and leveraging collaborative relations across and outside the organisation.
- Broad to extensive consultation, negotiation and interpersonal communication skills with capacity to influence people and behaviour; effective written and verbal reporting skills.
- Demonstrated ability to work independently, to exercise sound judgement, to take initiative and to be flexible.
- Eligibility for Membership of the Australian Library and Information Association (desirable).