Position Description – *Associate Director, Content and Digital Library Strategy*

Updated 19/11/2025

POSITION DETAILS	
Portfolio	**Corporate Services**
Organisational Unit	**Library**
Supervisor (Title)	**Director of Library Services**
Classification	**Senior Manager**
Employment Type	**Fixed-term, full-time**

POSITION SUMMARY

The Associate Director, Content and Digital Library Strategy leads and manages the teams in the Library ensuring that content and digital library infrastructure are available to meet the information needs of the staff and students of the University in ways that align with, and support, the University's strategic priorities and the Library's plans.

As an Associate Director, the appointee will make a major contribution to the development of Library plans, policies and budget.

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, Excellence, and the underlying ethos of being Student Centred;

- 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 *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

The Associate Director, Content and Digital Library Services will be accountable for:

1. Leading and managing the teams in the Library who support resources, content and digital library infrastructure to align with the University's strategic plan and Library plans.

2. Ensuring that the teams provide and develop appropriate resources and collections in line with the University's teaching, learning and research strategies and the Library's collecting guidelines.

3. Working with the Library Senior Executive to
   a. Lead the digital transformation within the Library;
   b. manage the Library budget with a special focus on collection acquisitions budget;
   c. contribute to the development and implementation of Library strategic plans policies and budgets;
   d. ensure the library is compliant with University policies and legislations;
   e. ensure sustainable workforce supporting University ethos and values.

4. Leading staff in the development and delivery of metadata standards, integration and practice to enable discovery of scholarly resources.

5. Ensuring the teams manage infrastructure and services to underpin the provision of high-quality information services that meet the needs of students, teachers and researchers, both on and off campus.

6. Leading, building and maintaining collaborative partnerships with relevant library vendors and peers in other Australian universities.

7. Representing the Library on appropriate University and external committees and working groups. Deputise for the Director of Library Services as needed.

8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

1. Postgraduate qualifications in the information science domain: (e.g. Library Science, Information Records Management, Digital Literacy, Computer Science, Information Technology, Digital/eLearning, Digital Education; Vocational Education and Training, Business/Data Analytics), with relevant experience; or an equivalent combination of relevant experience and/or education and/or training.

2. Extensive experience and current knowledge of trends and developments in information and communication technology and how libraries can apply these developments.

3. High level commitment to the service ethic and the demonstrated ability to lead an effective service organisation.

4. Demonstrated ability to lead and manage staff, including the ability to foster effective continuous improvement, to manage resources and to meet project deadlines.

5. Strategic, analytical and problem-solving skills and the ability to apply these through planning, policy analysis and implementation.

6. Demonstrated high level and influential written and interpersonal communication skills, including the ability to make presentations.

7. Demonstrated experience in managing a budget or contributing to budget planning and implementation.

8. Knowledge of, and interest in, the developments in scholarly communication and understanding of consortia agreements, transformative publishing and open access publishing trends.

9. Demonstrated understanding of issues confronting academic libraries and Australian Universities.

10. Demonstrated ability to commit to the University's values of Integrity, Courage, Innovation and Excellence.

11. Substantial relevant professional and management experience in an academic or research library and a knowledge of current university library management trends (*desirable*).

12. Eligibility for Membership of the Australian Library and Information Association (*desirable*).

THE 2025 AGENDA