

Position Description – Senior Librarian (Digital Strategy)

Updated 19/02/2025

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Library
Supervisor (Title)	Library Coordinator (Digital Strategy)
Classification	Higher Education Officer Level 7
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under broad direction, the Senior Librarian (Digital Strategy) provides skilled and experienced support through the development, implementation and evaluation of the Library's discovery services, integrated library management systems and related processes to ensure the management and discovery of Library resources and University research outputs to meet the learning, teaching and research objectives of the University. The Senior Librarian will utilise their expertise to resolve issues, provide advice, mentor other Library staff as required and proactively contribute to continuous service delivery improvement.</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, 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>Staff working in a health care setting are <u>strongly recommended</u> to be fully vaccinated against COVID-19 in line with the SA Health policy.</i></p>

KEY POSITION RESPONSIBILITIES

The Senior Librarian (Digital Strategy) is accountable for:

- Leading and contributing to projects that strengthen the library's involvement in, and/or improve the functionality and user experience of technology.
- Working closely with the Digital Strategy and other library and university teams to improve processes, share knowledge and support skill development in digital technologies and library systems.
- Managing, optimising, and configuring the library management system (Alma) to ensure Library resources and content are discoverable and accessible for patrons and providing support, advice, and training for Library staff on Alma configuration, use and best practice.
- Managing workflows and processes across various areas, applications, and functions (such as OpenAthens, Primo, Leganto, AlmaD, Library analytics) as it relates to discoverability and accessibility of Library resources.
- Maintaining up to date knowledge of the developments and trends in the Digital Library environment; apply this knowledge to facilitate best practice in discoverability, accessibility and maintenance of Library collections.
- Supporting Library staff to investigate and resolve various issues as they relate to library systems in collaboration with the Digital Strategy Coordinator, IDS and other relevant teams and stakeholders.
- Supporting the Digital Strategy Team on a range of applications and services such as Document Delivery and OpenAthens as required.
- Maintaining professional and technical knowledge relevant to the role by attending and contributing to appropriate meetings/workshops and participating in professional networks.
- Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

1. Completion of a degree from a higher education institution in library and information science or other relevant discipline and subsequent relevant experience, or an equivalent combination of relevant experience and/or education and/or training.
2. Demonstrated experience with an Integrated Library Management System including facilitating discovery and access digital content and Document Delivery.
3. General to broad knowledge of the impact of digital technologies on all aspects of library services and resources.
4. Demonstrated well developed to high level written, verbal and interpersonal communication skills in both face-to-face and online environments.
5. Demonstrated experience creating work instructions and training.
6. Demonstrated ability to build and manage collaborative partnerships in an academic environment.
7. Demonstrated significant to high level organisational and problem-solving skills, including the ability to apply project methodology and manage deadlines.

8. Eligibility for Membership of the Australian Library and Information Association (*desirable*).
9. Knowledge of advanced HTML, MARC and XML coding and best practices for metadata management (*desirable*).
10. Certifications in Ex Libris Alma and Primo Administration (*desirable*).

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