

Position Description – *Training Specialist (Library Systems)*

Updated 8 August 2024

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Library
Supervisor (Title)	Content Strategy Lead
Classification	Higher Education Officer Level 7
Employment Type	Fixed-term, Full-time

POSITION SUMMARY
<p>Under broad direction, the Training Specialist (Library Systems) will develop and deliver comprehensive training programs to enhance skills and knowledge in targeted library and records management systems and services. This role involves creating a diverse range of training materials with a user-centred approach, including the design and editing of interactive multimedia.</p> <p>The individual will serve as a subject matter expert in training, establishing standards, guidelines, and frameworks to empower library staff with the skills to effectively train others. The ideal candidate will possess strong interpersonal communication skills coupled with strategic thinking abilities to translate complex concepts and manage ambiguity. Expertise in change management, design thinking, and presentation design and delivery is essential.</p> <p>Projects under this role include developing Records Management and associated systems training, optimising training for the Research publications system, and delivering additional software/tools training as directed.</p> <p>Flexibility and adaptability in approach, along with a collaborative work ethic, are crucial. A passion for effective communication is desired, along with the ability to quickly grasp systems, tools, and software relevant to the job. The ideal candidate will possess a blend of technical proficiency, strategic insight, and a commitment to fostering a culture of continuous learning and 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>

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Training Specialist (Library Systems) is accountable for:

1. *Designing and Developing Comprehensive Training Programs:* Creating user-centred training programs for library-controlled systems including; self-paced and facilitated courses, documents, guides, videos, and audio content.
2. *Delivering Effective Training Sessions:* Conducting engaging and effective training sessions to educate library and university staff on system usage and best practices.
3. *Establishing Training Standards and Guidelines:* Serving as a subject matter expert by developing and maintaining standards, guidelines, and frameworks for training programs.
4. *Training the Trainers:* Equipping library staff and academics with the skills and knowledge needed to train others, fostering a culture of continuous learning.
5. *Developing and Implementing Records Management Training:* Creating mandatory training programs for records management and the Content Manager system to ensure compliance and proficiency.
6. *Optimising Training for Library Related Systems:* Enhancing training materials and strategies for the library systems, ensuring staff can effectively use identified systems.
7. *Collaborating and Communicating Effectively:* Working collaboratively with stakeholders to understand training needs and adapt approaches accordingly. Communicating complex concepts clearly and concisely to diverse audiences.
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 with at least 4 years relevant experience; or an equivalent combination of experience education and/or education and/ or experience.
- Demonstrated ability to create comprehensive, user-centred training programs across various formats, including interactive multimedia, documents, guides, videos, and audio content.
- Strong interpersonal communication skills with the ability to translate complex concepts into clear, concise, and engaging training materials and presentations.
- Broad knowledge in change management and the ability to adapt training approaches based on evolving needs and feedback, including flexibility to work with diverse stakeholders and adjust strategies to meet varying audience requirements.
- Proven capability to apply strategic thinking to develop training standards, guidelines, and frameworks, while managing ambiguity and translating organisational needs into actionable training solutions.
- High level collaboration skills to work effectively with library staff, academics, and other stakeholders. A collaborative work ethic that fosters teamwork and enhances the training experience for all participants.
- Ability to quickly learn and integrate new systems, tools, and software relevant to the role.
- Understanding of library systems, records management, and/or platforms used within Higher Education Institutions (*desirable*).