

POSITION PROFILE

Associate Director Discovery and Access

Library Services

Position Number	9459
Position Classification	Professional Level 10
Location	Casuarina Campus Ability to travel to regional and remote locations
Reporting to	Director Library Services (PN 4602)
Special Provisions	N/A
Required Qualifications	Proven expertise in the management of significant human and material resources management in a complex, changing environment in addition to a postgraduate qualification or an equivalent combination of relevant experience and education/training in Librarianship.

Purpose of the Position

The Associate Director Discovery and Access is responsible for strategic leadership of a portfolio of diverse specialist library services for all CDU locations. This position leads the development and establishment of key objectives, reporting regimes and the development of staffing and other resources to meet University needs. As a member of the Library Executive team, this position will work closely with the Director to deliver the effective provision of library services.

Duties

The following accountabilities are not exhaustive and may include others as directed from time-to-time.

- Develop and lead strategic planning, and project, operational and financial management as part of the Library Executive Team.
- Foster a high-performance organisational culture within the library that values and encourages a growth mindset, creativity, collaboration, innovation, and continuous improvement.
- Lead, develop and oversee a portfolio of expert services including Library systems, acquisitions and metadata, contract management, information discovery, research outputs management, document delivery, reading lists, digital collections, business intelligence reporting, and client service delivery for all CDU locations.
- Lead, motivate and manage the performance of staff; oversee recruitment and orientation; develop capability in key areas required for effective service delivery, through training and day-to-day management practices that support the goals, objectives and service expectations.

Occupational Category		Industry Subdivision	
Industry Class		Manager Category	

- Oversight and management of the annual Library Information Resources budget.
- Lead the reporting and analysis of service KPI's and other performance metrics to support decision-making.
- Develop Policy and Procedures that are fit for purpose, and support University objectives.
- Ensure the Library's compliance with contractual obligations, information governance requirements and policies to minimise risk to the university.
- Provide advice on priority initiatives and projects to meet strategic objectives and respond to emerging issues.
- Actively drive continuous improvement strategies to streamline processes and workflows ensuring they are fit for purpose, resource efficient and well communicated.
- Develop and maintain strategic relationships with senior library staff and stakeholders.
- Represent the Library at University committees, forums, and consortia as required.
- Provide expert advice to the Director in areas of operation and deputise when required.

Key Selection Criteria

Essential competencies

1. Proven expertise in the management of significant human and material resources management in a complex, changing environment in addition to a postgraduate qualification or an equivalent combination of relevant experience and education/training in a Librarianship.
2. Demonstrated ability to lead effective teams to successful outcomes, including workforce planning, recruitment, and capacity building.
3. Proven ability to make significant contributions to business strategy, including SWOT analysis.
4. Extensive experience conceptualising, developing and implementing new initiatives aligned with the organisation's objectives.
5. High-level business planning skills including the ability to manage programs of work, ensuring critical deadlines are met, managed and communicated.
6. Demonstrated commitment to quality and continuous improvement, including implementing mechanisms to access feedback, and a track record of turning feedback into actions
7. Advanced communication skills, with excellent written skills, and demonstrated ability to influence stakeholders.
8. Demonstrated experience in managing project to successful outcomes.

Desirable competencies

1. Knowledge and/ or experience of tertiary institutions and/ or academic libraries.
2. Knowledge of and experience with Research Management

Supervisory Responsibilities

This position holds formal supervisory responsibilities. As a supervisor, this position will undertake and be responsible and accountable for:

- Ensuring all direct reports have completed all Mandatory training as required by the University.

- Probation periods being monitored and completed for each direct report in a timely manner.
- Ensuring an annual leave plan is developed and implemented for all direct reports and that annual leave balances are held below 30 days at all times.
- Ensuring leave bookings are accurately maintained and submitted in accordance with the Delegations (Administrative) Policy and relevant Staff Agreement/s.
- Engaging with direct reports to develop meaningful objectives and ensuring career development plans are established and recorded.
- Holding Performance feedback meetings on a regular basis (once per month minimum) with each direct report and providing feedback in a constructive and timely manner.
- Ensuring all delegations and responsibilities are undertaken in accordance with University Policies, Staff Agreements, and Delegations.

University Expectations

- Contribute to the efficient and effective functioning of their team or work unit to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours under the Code of Conduct – Employees, assisting team members if required, and undertaking other key responsibilities or activities as directed by one’s supervisors.
- Demonstrate and promote the University Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour.
- Read, understand, and comply with all University policies and procedures.
- Undertake risk management and actively support and participate in the risk management processes adopted by the University, which include identifying, analysing, and evaluating risks that may impact the University.
- Work at and travel between other University campuses or to other locations occasionally as may be required during employment.
- Complete all mandatory training as required by the University.
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety, and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Work Health & Safety

- Ensure all activities comply with WHS legislation and University policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.
- Analysis of WHS training requirements for staff, including the provision of training and monitoring of training to ensure completion and currency.