

Faculty/Division	Academic Division
Position Title	Client Services Librarian
School or Divisional Portfolio	Library Services
Position No.	1053

General Information

The position is available on a part-time, 14 hours per week, continuing basis. The days required to be worked are Monday and Tuesday.

This position is located at the Ourimbah campus.

Position Description

ROLE:	CLIENT SERVICES LIBRARIAN - OURIMBAH
HEW LEVEL:	7
FACULTY/DIVISION:	ACADEMIC
IMMEDIATE SUPERVISOR:	SENIOR LIBRARIAN, OURIMBAH LIBRARY

Role Statement

To provide specialised information support and professional advice to staff and students in specific subject areas, promote client services and contribute to the development of client education and information services to the multi-sector Ourimbah Campus community, in the context of University-wide policy and service standards.

Role Description

Supervision/Management/Leadership

Under the broad direction of the Senior Librarian (Ourimbah Campus) and Faculty Librarians, manage and supervise nominated library operations and services.

Task level and Typical Activities

Develop, deliver and evaluate formal and informal information literacy programs that impart information literacy skills to faculty and students including advanced internet searching and subject-specific courses.

Consult with the Senior Librarian and relevant Faculty Librarian on the development, review and evaluation of specialist information resources with regard to their adequacy for research, learning and reference, in association with library liaison officers, academic and teaching staff of the University and Hunter Institute of Technology.

Provide high level reference and advisory information services utilizing an extensive knowledge of databases, electronic services and information resources to the University, TAFE and related communities.

Develop and manage complex projects and initiate new services in association with the Senior Librarian and Faculty Librarians.

Organisation Knowledge

Be familiar with, and observe the University's policy and procedures on Equity and Diversity and Occupational Health and Safety in the management of staff and in the performance of the responsibilities of the position.

Apply University and TAFE policy associated with the delivery of information services as well as participate in the ongoing review and development of Library policies.

Participate in strategic planning and library promotional activities.

Judgement, Independence and Problem Solving

Apply a specialised knowledge within the rules, regulations and policies to ensure agreed objectives are met that are consistent with University and TAFE requirements and exercise independent judgement and problem solving within established guidelines.

Represent the Library and Division on committees and working groups as appropriate.

Selection Criteria

- A degree in a relevant discipline or an equivalent level of knowledge gained through education, training and/or experience.
- Eligible for associate membership of the Australian Library and Information Association
- Sound knowledge of the issues relating to the provision of scholarly information services in a tertiary education environment.
- Sound experience in promoting information literacy in Higher Education
- Demonstrated interpersonal and communication skills, both oral and written
- A demonstrated ability to develop effective relationships with client groups and key stakeholders.
- Demonstrated initiative and creativity within a teamwork environment
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.
- Understanding of issues relating to library service delivery in a multi-sector higher education environment is desirable.
- Information technology skills relevant to the support and delivery of scholarly information services is desirable.

Conditions and Benefits

HEW Level 7- \$61,431 to \$69,110 per annum pro rata.

The University will provide a basic level of superannuation to Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is also available with this appointment.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:

<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Ms Fatu Kigbo, Senior Librarian on 43484032 or email Fatu.Kigbo@newcastle.edu.au.

Related Links

- [Library Services](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on Sunday 26 October, 2008.

Note: Your application **must** include a statement addressing the selection criteria.

All applications **must** include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the Subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

DO NOT use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).