

POSITION DESCRIPTION

Position Title	Library Applications Administrator		
Organisational Unit	Library Directorate		
Functional Unit	Library Systems And Discovery		
Nominated Supervisor	Library Systems Coordinator		
Classification	HEW 6		
CDF Level	CDF1	Position Number	10610087
Attendance Type	Full Time	Date reviewed	16-SEP-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

ACU has a bold vision for its future. Our Vision 2033 is our landmark statement of strategic direction for ACU's mission as a Catholic university to constitute a 'Christian presence in the university world confronting the great problems of society and culture'. Our mission is to help shape the coming generations in Australia and beyond, by enabling flourishing lives, fostering thriving communities, and building a more ethical future.

Our Catholic mission informs everything we do – challenging us to respect the dignity of the human person, serve the common good, and embed ethical and social justice considerations throughout our teaching and research. We strive to live our core values of truth, excellence, and service.

We are a publicly funded university, and while we are young, we have grown significantly and we and we are making our mark: we are one of the largest university contributors to the care economy in Australia and rank among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We prioritise our staff, supporting their growth with a positive culture, generous leave, and flexible work arrangements. We invite all staff to engage with our mission in whatever way is most meaningful to them – whether as Catholics, as members of other churches and faiths, or as people with no religious affiliation but who are willing to embrace our vision, mission and strategic direction. We continue to invest in our facilities and workplaces and actively involve staff in shaping the future direction of the organisation.

For further information about the university please refer to ACU's [organisational structure](#).

ABOUT THE LIBRARY DIRECTORATE

The ACU Library is central to the learning, teaching, and research of the University. Operating on the principle of 'One Library, Many Campuses', experienced library staff collaborate across campuses and online to provide the resources, services, systems and spaces that enable and enrich learning, teaching, and research at the University. We strive to:

- Build collections, services, systems and spaces that are responsive, inclusive and contemporary.
- Take a national approach though acknowledging campus life remains important.
- Embrace a user experience (UX) approach to inform everything we do.

- Improve scalability and sustainability by deepening the shift to online and self-service.
- Support evidence-based decision making and reporting.
- Celebrate our uniqueness through our curated collections and mission-related work.
- Pursue and build strategic partnerships and connections across the University, as well as with relevant local, national and international communities.
- Explore new technologies to strengthen networks and develop experiences.
- Regularly test old assumptions and seek new possibilities.
- Nurture our talented and diverse workforce and ensure we work, learn and communicate within a culture of mutual respect and collegiality.

POSITION PURPOSE

The Library Applications Administrator is part of the Library Spaces, Collections, and Access portfolio and a member of the Library Systems team. In this role, they will apply professional and technical skills to the ongoing implementation, configuration, maintenance, and development of complex Library systems

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Contribute to the ongoing management, configuration and maintenance of the library management system and discovery interface.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide technical support, advice and training to Library staff members relating to the library management system, discovery interface and other business management systems.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Contribute to the enhancement and testing of complex library systems, including their integration with various ACU and external third-party sand external systems.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Administer and troubleshoot Library software systems and platforms. Provide a timely response to reports of issues and other queries from colleagues across the Libraries Directorate and University.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

Responsibility	Scope
Assist the Library Systems Coordinator in the ongoing development of the discovery layer user interface using best practice methodologies with an emphasis on accessibility, usability and quality user experience.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Collaborate with colleagues to deliver high quality systems and services to library users in line with Library and University strategic directions.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Participate in projects as required and investigate and assist in the evaluation of emerging technologies and initiatives. Assist in the implementation of new technologies and/or services; provide support and training in such technologies/services where appropriate.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Other duties as required and appropriate to this classification/HEW level.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - A degree with a major component in information studies, computing or an equivalent combination of relevant experience in IT support and/or libraries. • Experience - Experience in supporting and configuring library systems; vendor certification an advantage. • Skill - Proven high level of conceptual, analytical and innovative problem solving skills. • Experience - Demonstrated ability to identify client needs and expectations and provide flexible and responsive service. • Skill - Highly developed interpersonal skills in order to liaise and consult effectively with a wide range of people with differing requirements within and beyond the University community. • Skill - Demonstrated effective communication, oral and written, as well as presentation and training skills.
Core Competencies:	• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise

	on all available expertise in pursuit of excellence. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.
Pre-employment declaration and background check	Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart

<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>