

## POSITION DESCRIPTION

<b>Position Title</b>	Curated Collections Librarian		
<b>Organisational Unit</b>	Library Directorate		
<b>Functional Unit</b>	Library Services for Research and Learning		
<b>Nominated Supervisor</b>	Associate Director (Library Services for Research and Learning)		
<b>Classification</b>	HEW 7		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10612314
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	24-JUL-2024

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

## **ABOUT THE LIBRARY DIRECTORATE**

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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**

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The Curated Collections Librarian is part of the Library Research and Learning portfolio. The Curated Collections Librarian is responsible for overseeing the acquisition, preservation, organisation, and accessibility of archival materials in the library's curated collections.

This position will be located at the North Sydney campus.

## **KEY RESPONSIBILITIES**

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### **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.

<b>Responsibility</b>	<b>Scope</b>
Appraise and acquire new archival materials, including <ul style="list-style-type: none"> <li>• Assessing the historical, cultural, or research value of potential acquisitions</li> <li>• Evaluating the physical state of materials and determining preservation needs before acquisition</li> <li>• Deciding which materials to accept based on their relevance to the library's mission, existing collections, and available resources for processing and storage.</li> <li>• Creating detailed records of acquisitions, including donor information, provenance, and any specific handling or access requirements</li> </ul>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide advice and guidance for the development and implementation of policies for archival management.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Preserve and conserve documents using appropriate techniques.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Assist researchers in accessing and using archival collections.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Oversee digital archives and digitization projects.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Actively assist with the development of archival collections, including the involvement of ACU communities.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Collaborate with relevant directorates and faculties on exhibitions and programs.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Under the advice of the copyright officer, ensure compliance with copyright and privacy regulations.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Other duties as required and appropriate to this classification/HEW level.	The position mainly contributes to activities; outcomes and goals within

Responsibility	Scope
	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 requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Undergraduate or postgraduate degree in Archives management, Library Science or Information Management allowing eligibility for professional membership of ALIA; or an equivalent combination of relevant education and experience.</li> <li>• Experience - Experience working with special, rare or archival collections, preferably in an academic or research library.</li> <li>• Knowledge - Knowledge of archival standards and best practices</li> <li>• Knowledge - Demonstrated understanding of archival management software</li> <li>• Skill - Demonstrated high level interpersonal, advocacy, communication, and negotiation skills.</li> <li>• Skill - Proven ability to work well both independently and within a team, in a local and distributed environment.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve</li> </ul>

	optimum efficiency and effectiveness.
<b>Essential Attributes:</b>	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.
<b>Working with Children and vulnerable adults check</b>	This role does not require a Working with Children Check.

## 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>

