

POSITION DESCRIPTION

Position Title	Academic Engagement Librarian		
Organisational Unit	Library Directorate		
Functional Unit	Library Academic Engagement		
Nominated Supervisor	Library Manager, Academic Engagement		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10606227
Attendance Type	Full Time	Date reviewed	16-MAY-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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking 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 know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

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. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

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 Academic Engagement Librarian is part of the Library Research and Learning portfolio, and they are a member of the Academic Engagement team. In this role they will:

- provide expert advice and specialist library services to postgraduate students and academic staff in faculties and research centres in accordance with Library service guidelines
- contribute to course review processes and work with relevant faculty and library staff to ensure that the Library's collection development meets the research and teaching needs of the university

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](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Establish and maintain strong and sustainable working relationships with Faculties and Research Centres	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Apply nationally developed service agreements when working with postgraduate students and staff. Ensure equitable access to services and resources by maintaining a consistent approach to service delivery	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Provide high quality research consultations, Reference Services, and individual assistance to postgraduate students and academic and professional staff	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Contribute to the review and development of the library collections to ensure that they align with the research and teaching priorities of the university	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Contribute to service delivery enhancements by proactively remaining abreast of national and international developments in library services and in the discipline areas supported. Identify new and emerging technologies and products, assessing their relevance and potential value to assigned Faculties, Research Institutes and Directorates.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Support the strategic direction and reputation of the Library by taking a leadership role in initiatives and projects	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Provide advice and recommendations relating to policy developments, new projects and other Library initiatives to the relevant library managers.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Represent the Library at Faculty meetings or working groups as appropriate.	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 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 identify and recommend improvements to their supervisor before implementation.
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:	<ul style="list-style-type: none"> • Qualification - Undergraduate or postgraduate degree in Library Science or Information Management to allow for eligibility for professional membership of ALIA; or an equivalent combination of relevant knowledge and experience. • Skill - Demonstrated high level interpersonal, advocacy, communication and negotiation skills, including experience in providing specialist advice, presenting and producing reports and facilitating training sessions. • Skill - Proven ability to work well both independently and within a team, in a local and distributed environment. • Experience - Demonstrated experience in providing expert and specialist advice to postgraduate students or academic staff in a university library or similar environment.
Core Competencies:	<ul style="list-style-type: none"> • 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. • 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. • 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:	<p>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.</p>
Working with Children and vulnerable adults check	<p>This role does not require a Working with Children Check.</p>

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>

