



## Position Description

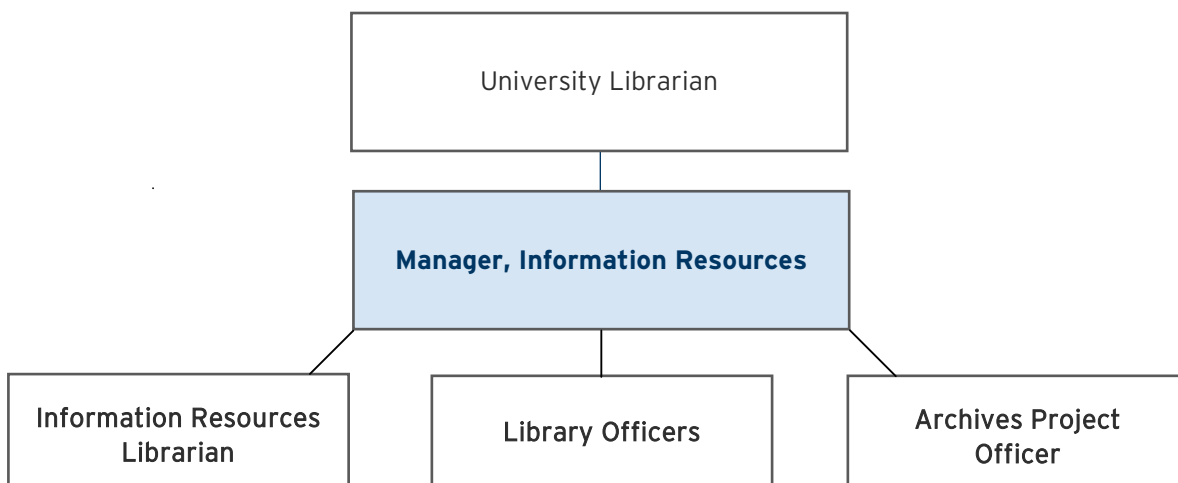
<b>Position Title:</b> Manager, Information Resources	<b>Classification:</b> Bond 6
<b>Faculty/School/Office:</b> Library Services	<b>Date Position Classified/Updated:</b> October 2024

**Purpose of the Position:**

This role involves leading and managing the Information Resources team to provide innovative access to scholarly information that supports the University’s teaching, learning, and research. Responsibilities include overseeing workflows for acquiring, licensing, purchasing, cataloguing, and organising the Library’s print and electronic resources. Ensuring quality customer access to scholarly resources in a dynamic global information environment is a key focus. Additionally, this position manages the Bond University Archives.

**Reporting Relationship:**

This position reports to the University Librarian, and has the following direct reports:



**Selection Criteria:**

- **Education and Qualifications:** A degree and/or postgraduate qualification in library and information science or an equivalent combination of relevant knowledge, training and library or information management experience necessary to undertake the duties required.
- **Knowledge and experience:** Knowledge of the impact of existing and emerging technologies on information resources and scholarly communication. Understanding of current and emerging trends/issues in vendor relations, acquisitions, cataloguing and electronic resource management.

Demonstrated experience in the application and use of library management systems and vendor platforms. Expertise in acquisitions and cataloguing operations.

- **Leadership and management:** Demonstrated experience in a rapidly changing higher education information resources environment. Demonstrated ability to manage human resources.
- **Planning and organising skills:** Demonstrated experience in managing competing priorities to ensure team performance goals are met. Project management skills and experience.
- **Communication skills:** Good oral and written communication skills including well developed negotiation skills and the ability to document policies and procedures and prepare reports. Demonstrated experience in developing effective relationships with vendors, stakeholders and partners.
- **Teamwork:** Ability to motivate staff and foster teamwork to achieve strategic vision and purpose. Experience in leading and managing change.
- **Financial skills:** Ability to develop, monitor and report on budgets relating to Library information resources in a changing global market.
- **Initiative and adaptability:** Ability to innovate, initiate and adapt to the changes required in a dynamic environment. Strategic thinking skills with the ability to exercise judgment. Ability to maintain awareness of external developments that may influence information resource access and services.

**Desirable Criteria:**

- **Knowledge and experience:** Understanding of Archives management and relevant experience.
- **Planning and organising skills:** Experience in planning and implementing significant library or technology projects.

Competency	Responsibility
<p><b>Provision of access to Information Resources</b></p>	<ul style="list-style-type: none"> <li>• Manage workflows for the acquisition, licensing, purchasing, cataloguing and organisation of the Library's print and electronic resources.</li> <li>• Undertake the role of CAUL Content Coordinator to facilitate the Library's participation in CAUL's consortia purchasing arrangements.</li> <li>• Manage the Library's physical, electronic and digital collections.</li> <li>• Manage the University Archives.</li> </ul>
<p><b>Monitoring and Advice</b></p>	<ul style="list-style-type: none"> <li>• Monitor, track and evaluate vendor performance.</li> <li>• Maintain regular communication with vendors.</li> <li>• Prepare reports, statistics, analyses and recommendations</li> <li>• Recommend appropriate strategies in areas of responsibility.</li> <li>• Monitor and advise on trends in all aspects of procurement access and management of scholarly information resources and alert Library management and Faculty Librarians about their impact on the University's strategic direction.</li> </ul>
<p><b>Library Management System</b></p>	<ul style="list-style-type: none"> <li>• Continuously improve and optimize processes and workflows for the procurement and management of information resources through the functionality afforded by the Library Management System.</li> <li>• Work with the Manager, Digital Library Services to enhance the Library Management System including integration with other systems internal and external to the University.</li> <li>• Provide reports and analyses on all aspects of procurement, access and management of information resources from the Library Management System.</li> </ul>

<b>Financial Perspective</b>	<ul style="list-style-type: none"> <li>• Work with the University Librarian to develop budgets for the procurement of information resources including licensing of access to online resources.</li> <li>• Coordinate, monitor and report on budget expenditure and commitments against targets and timelines factoring in currency fluctuations.</li> <li>• Negotiate with vendors to achieve purchasing arrangements in the best interests of the University.</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>• Lead, manage and develop Information Resources staff.</li> <li>• Participate in recruitment, selection and induction of staff.</li> <li>• Contribute to performance management of individual staff members.</li> <li>• Provide guidance and leadership to direct reports.</li> <li>• Ensure team contributes to achievement of Library Services strategic objectives.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Support the customer service needs of Bond staff and students in areas of responsibility as required.</li> </ul>
<b>Innovation and Learning</b>	<ul style="list-style-type: none"> <li>• Lead and participate in projects to enhance and improve activities or processes and provide innovative solutions in Library Services.</li> <li>• Contribute to continuous improvement initiatives.</li> <li>• Lead and coordinate change management of processes associated with changes in service delivery</li> <li>• Write policies, procedures and reports</li> <li>• Participate in Library Services strategic planning.</li> </ul>
<b>Understanding of Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.</li> <li>• Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.</li> </ul>
<b>Understanding of Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</li> <li>• Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</li> </ul>
<b>Understanding of WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.</li> <li>• All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.</li> <li>• Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).</li> </ul>
<b>Equal Opportunity and Inclusion</b>	<ul style="list-style-type: none"> <li>• Bond University is an equal opportunity employer, and we encourage our students and staff to respect individuality, inclusiveness and diversity.</li> </ul>

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.