



POSITION DESCRIPTION –SCHEDULE A

POSITION DESCRIPTION DOCUMENT PURPOSE

The purpose of this position description document is to provide you with a clear understanding of your role, and how that role fits within Melbourne Institute of Technology (MIT) as an organisation.

This document provides an outline of your key areas of accountability and desired outcomes from satisfactory performance of the role. It does not provide an exhaustive list of tasks and activities that are required to be performed to fulfil the role.

POSITION DETAILS

Position Title:	Librarian / Library Team Leader
School / Division:	Operations
Duration:	Fixed term; renewal of contract subject to performance
Classification:	Educational Services (Post – Secondary Education) Award 2010. General Staff - Level 7.1
Employment Mode and Time Fraction:	Full Time
Campus:	Sydney
Probationary Period:	6 months
Reporting to:	Associate Director Student Administration and Experience
Direct reports:	Library Technician

ROLE

The Librarian is responsible for the development of the Library Services Strategic Plan including action plan, and its effective implementation, to support the achievement of the Operations Division strategic objectives.

MIT VISION AND GOALS

MIT: A proud history, a confident future

Founded in 1996, Melbourne Institute of Technology (MIT) has provided outstanding, employment-focused degrees in Business and ICT for almost 30 years.

MIT grew to over 4,000 students prior to the onset of the Covid-19 pandemic. Like all higher education institutions, MIT was impacted by the closure of international borders triggered by the pandemic.

Since the reopening of international borders, confidence has returned to the international student market. MIT's high-quality student programs and organisational agility will enable it to renew its growth trajectory, achieve University College status, and lay the foundations for the next decade of success.

Vision

MIT aspires to be one of the leading providers of industry-engaged, employment-focused higher education programs, equipping students with the knowledge, skills, and opportunities to build successful careers.

Mission

MIT inspires students and helps them create their future through employment-focused educational programs. These are developed and delivered in collaboration with industry, and underpinned by excellence in learning and teaching, scholarship and research.

Values

- Excellence;
- Integrity;
- Accountability
- Transformational Change, and
- Agility

MIT's overarching goals are to:

- Become one of the top 20 higher education institutes in Australia for high-quality student experiences and learning outcomes
- Attain Self-Accrediting Authority status during 2023
- Progress towards achieving University College status by 2027
- Capitalise on the reopening of international borders to rebuild student numbers: achieve pre-pandemic EFTSL levels by 2025 and 5-10% growth per annum thereafter
- Achieve student satisfaction and graduate employment outcomes equal to or above industry averages in all courses
- Be renowned for excellence in industry-engaged learning with all students engaging with industry as part of their course
- Continue to deliver outstanding, student-centric support services
- Be recognised as a high-performing employer of choice

MIT ORGANISATIONAL STRUCTURE

MIT business model comprises four (4) key focus areas as guided by its vision: Academia, Finance, Marketing, and Operations. Our organisational structure is designed to ensure each of these areas is fully resourced.

Our Executive Management Committee (EMC) is responsible for the development of our strategic plan and effective implementation of strategies across all business areas. It comprises our:

- Chief Executive Officer,
- Managing Director,
- Group General Manager and Human Resources Director (pro tem) and
- Executive Dean

RESPONSIBILITIES

The Librarian is responsible for the ongoing effectiveness and efficiency of Library services within budget guidelines for designated MIT campus. This responsibility incorporates the areas as set out below.

Area	Outcomes
Administration activities (including resources, records and budget)	<p>Ensure administration activities by:</p> <ul style="list-style-type: none"> ▪ Providing leadership and direction in the provision of a range of information literacy, research, compliance and services for MIT; ▪ Familiarity with current theory, practices and issues related to academic library services; ▪ Recruiting, supervising and managing staff within the MIT library service; ▪ Demonstrating commitment to MIT compliance and quality assurance processes; ▪ Delivering effective and professional Library services; ▪ Efficiently capturing all data accurately and in accordance with approved policies and procedures; ▪ Facilitating compliance with all government and other regulations; ▪ Participating in all audits and relevant reviews of MIT curriculum; ▪ Liaising with internal departments, external partners and external organisational groups; ▪ Preparing budget outline each financial year; ▪ Participating in MIT committees and meetings as required; ▪ Acquiring resources required for MIT Library collections; ▪ Ensuring trimester booklists are provided to MITs preferred bookshop service provider within the agreed timeframe and ▪ Monitoring and assisting Sydney campus Library as required

<p>Service streams (Orientation, Training, Library services, OH&S and Bookshop)</p>	<p>Ensure the provision of high-quality library services that:</p> <ul style="list-style-type: none"> ▪ Comply with MIT policies, values and ethics; ▪ Provide excellent library customer service; ▪ Represent value for money outcomes in regard to all Library resources purchased and sales; ▪ Ensure resources are utilised to maximise efficiencies and results in cost effective manner; ▪ Facilitate and support learning by teaching information retrieval skills and reference skills to students and staff within classrooms or blended learning environments; ▪ Ensure students positive experience at MIT and ▪ Are marketed through a variety of communication channels including face-to-face (i.e.: workshops, presentations, etc.), print (i.e.: newsletters, brochures, etc.) and digital formats (i.e.: Facebook, Twitter and EDM).
<p>Monitoring progress towards departmental goals and MIT Strategic Plan.</p>	<p>Ensure:</p> <ul style="list-style-type: none"> ▪ Timely reporting of progress against organisational and departmental plan; ▪ Timely revision of plan to take into account changed circumstances; ▪ Appropriate action is taken in order to achieve goals and ▪ Maintaining an awareness of MIT operating
<p>Professional Development</p>	<p>Attendance to relevant training courses, conferences, and completion of self-development activities.</p>
<p>Managing and developing staff members</p>	<ul style="list-style-type: none"> ▪ Providing guidance and support to library staff; ▪ Delegation of appropriate authority when required; ▪ Ongoing training (internal and external) for staff; ▪ Managing and monitoring staff performance against assigned measures and ▪ Performing annual and six monthly performance reviews of Melbourne Library staff.
<p>Participation in MIT management</p>	<p>Actively participate in all management meetings and committees including by:</p> <ul style="list-style-type: none"> ▪ Adequately preparing for each meeting to ensure active participation; ▪ Acting in a professional manner and ▪ Contributing to discussions in a professional capacity
<p>Special projects and other duties</p>	<p>Ensure special projects and other tasks assigned (as may be from time to time) are carried out efficiently and effectively.</p>

KEY SELECTION CRITERIA	
Qualifications: Include all educational and training qualification, professional membership, criminal record check report	Requirement
1. Hold a relevant Bachelor's degree in Education or related discipline and a post graduate qualification in Librarianship, Information Management or related discipline.	Mandatory
Knowledge/Experience/Attitude/Skills	
1. Demonstrated experience as a Librarian at an Australian University or Private Higher Education provider.	Mandatory
2. Demonstrated experience with managing and maintaining library resources and learning support frameworks and systems	Mandatory
3. Excellent communication skills both written and verbal	Mandatory
4. Appreciation of cultural awareness and issues relating to the diverse cultural background of the student body	Highly desirable
5. Demonstrated experience in providing student-facing support and advice at an Australian University or Private Higher Education provider	Highly desirable
6. Demonstrated experience in monitoring and improving library systems and both staff and student user experience	Highly desirable
7. Demonstrated experience with developing and delivering student and staff workshops and training on how to best utilise library resources for research and learning	Highly desirable

PERFORMANCE MANAGEMENT - SCHEDULE B	
<p>Staff performance is managed in accordance with MIT Performance Management System which incorporates:</p> <ul style="list-style-type: none"> ▪ Regular performance reviews ▪ Ongoing feedback ▪ Identification of professional development needs and provision of support ▪ Reward structure <p>Specific performance goals will be set with you during the course of your performance review.</p> <p>Areas of performance focus for this role (together with example measurement tool) are set out below for your information. Further details in relation to the MIT Performance Management System will be provided by our Human Resources Director or nominee.</p>	
Focus area	Measure - example
Student engagement	Student survey and statistics
Policy and planning	Responsiveness and accuracy



PERFORMANCE MANAGEMENT - SCHEDULE B

Efficient systems and procedures	Systems operating statistics Innovation / new system implementation
Relationships – internal	Staff statistics – retention, leave taken
Relationships – external	Vendor performance statistics
Maximisation of resources	Financial budget (including value for money considerations) Results from program reviews