

Electronic Resource Assistant

Academic Division



the university
for the real world

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Academic Division

The Provost leads the Academic Division and oversees the six faculties at QUT. The Provost is Chair of University Academic Board, and has oversight of the Education Portfolio, Research Portfolio and Digital Business Solutions.

The Office of the Provost is responsible for providing support to the Provost and manages the business of the Provost as head of the Academic Division.

About the Position

The Electronic Resource Assistant sits within the Library Resource Services team and provides effective access to resources in the Library's collections.

The position performs a range of tasks associated with the provision of access to online and print information resources, thus assisting the Library to effectively develop and manage a collection relevant to the needs of clients.

The position reports to the Resource Team Leader for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Coordinate, monitor and maintain orders, renewals and cancellations of library information resources to achieve correct and complete supply and 100% expenditure of allocations;
- Conduct training for staff involved in online resource acquisition and access to ensure that they have the appropriate knowledge and skills for the duties to be performed;
- Prepare and maintain procedures to ensure efficient operations and continuous improvement;
- Process licence agreements and activate online subscriptions to facilitate access by library clients in compliance with licence conditions;

- Resolve problems with access to online and print subscriptions;
- Catalogue library resources to QUT Library standards in order to facilitate access and retrieval by Library clients;
- Communicate with campus library staff, publishers and library suppliers as necessary to enable the efficient delivery of library resources;
- Coordinate day-to-day work on QUT Readings;
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to the completion of a degree in the field of library studies.
2. Demonstrated highly developed verbal and written communication as well as interpersonal skills in order to engage with a diverse range of internal and external stakeholders.
3. Evidence of self-motivation, sound organisational skills and ability to train and coordinate other team members in order to achieve high quality client service and continuous improvement in work standard and output in an academic library environment.
4. Demonstrated high level problem-solving skills to use initiative and apply theoretical knowledge and experience to find solutions to workplace problems.
5. Demonstrated experience in a range of library technical services activities.
6. Demonstrated digital literacy skills including the ability to use automated library systems and standard software packages.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 5 (HEW5) which has an annual remuneration range of \$79,654 to \$89,842 pa. Which is inclusive of an annual salary range of \$67,883 to \$76,566 pa and

17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

The position is open to ongoing staff whose substantive position is redundant or a staff member whose substantive position is in a job family to be reduced in size.

For further information about the position, please contact Jean Hing Fay, Resource Team Leader, on (07) 3138 3268; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual

selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **20814**.

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.

Applications close: 17 January 2021.