

Library Adviser (2 positions available)

QUT Library, 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 Library

QUT Library provides dynamic and innovative access to information resources and services. Its educational and resourcing activities are supported by the broad knowledge and skills of its staff. The quality of its services is enhanced through partnerships with clients, University colleagues and external organisations.

About the Position

Library Advisers support clients to find, evaluate and use the most relevant information resources for study, research and teaching.

They utilise online support resources to provide study skills advice, such as effective researching and referencing. Library Advisers also provide services for researchers which includes research data management and scholarly publishing. In collaboration with key stakeholders Library Advisers prepare and present Library classes in information literacy and/or researcher skills training.

Library Advisers may be assigned to a Library Faculty Team where they assist to support their Faculty with tasks such as collection development, development of online resources and involvement in workshops and seminars.

There are two positions available. One will report to the Senior Library Adviser (Gardens Point Library), and the other will report to the Manager, Library Service (Law Library) for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Ability to answer advanced reference queries.
- Prepare and present Library classes in information literacy and/or researcher skills training.
- Undertake information resource management activities with minimal direction/supervision.

- Develop and maintain learning and/or research support in print and online.
- Support Liaison activities as required.
- Provide a Library enquiries service as required by answering queries from clients either face-to-face, via phone or online via chat.
- Provide assistance with report writing.
- Actively participate and contribute to relevant committees, sub-committees and working groups
- 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

Gardens Point campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to the completion of a degree in the field of Library Science or Information Management without subsequent relevant experience.
2. Demonstrated experience in, or professional knowledge of, library processes in the areas of support for learning, support for researchers, and collection management.
3. Demonstrated experience in developing and maintaining learning and/or research support resources.
4. Demonstrated high level customer service skills with the proven ability to problem solve and respond to changing client needs.
5. Demonstrated ability to acquire, organise and communicate information using different media.

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 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 current staff members of QUT who have unrestricted work rights in Australia for the duration of the fixed-term appointment.

Former QUT staff members who were employed at 23 April 2020 are also eligible to apply for this position. Please indicate your eligibility within the application questions.

In support of our strategic priority of Indigenous Australian success, Aboriginal Australians and Torres Strait Islander people who are not QUT staff are also eligible and encouraged to apply.

For further information about the position, please contact Jennifer Thomas, Manager Library Services, Gardens Point Library, on (07) 3138 1041; or for further information

about working at QUT contact Human Resources on (07) 3138 5000.

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 **20765**.

When applying for this position we encourage you to upload your CV and brief statement of claims against each of the selection criteria (no more than two (2) pages).

Applications close 17 January 2021